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Issued Winter, 1993

University of Massachusetts at Boston

Bulletin

Continuing Education

University of Massachusetts at Boston
Division of Continuing Education
100 Morrissey Boulevard
Boston, MA 02125-3393

Spring 1993

Second Class Postage is PAID Boston, MA 02109

Credit and non-credit courses at affordable costs for your personal growth, professional development, and college degree requirements.

Evening classes off-campus in Boston (Copley Square), Braintree, Hanover, and Wakefield.

Saturday classes at UMass/Boston's Harbor Campus.

And opportunities for non-credit professional training.

For more information call 617 287-7900.

How to Use This Publication

In this publication, beginning on page 5, you will find descriptions of UMass/Boston credit courses offered by the University's Division of Continuing Education during the evening at several Boston-area sites, and on Saturday mornings at the University's Harbor Campus. Schedule information accompanies each course description, and also appears in the listing of courses by location that begins on page 10 An academic calendar appears on page 2, and registration procedures are outlined on pages 2, 3, and 4. Please note that this calendar and registration information apply only to UMass/Boston Continuing Education credit courses. The Division also offers several non-credit professional training programs, and co-sponsors special undergraduate and graduate-level credit programs as well. To find schedules and registration procedures for these programs, see the "Special Programs and Professional Training" section beginning on page 13. For a more detailed guide to the contents of this publication, please see the index to the right.

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Academic Calendar for Credit Courses

Registration deadline	January 29
Late registration* for first class meeting	February 1-5
Saturday classes begin	February 13
Off-campus classas begin	Week of February 8
Add/drop deadline	February 23
Vacation (Harbor Campus)	March 20
Vacation (off-campus)	February 15-19 April 19-23
Holiday (Copley only)	March 17
Midsemester	March 22
Pass/fail daadline	April 2
Withdrawal deadline	April 2
Saturday classes end	May 15
Off-campus classes end	Week of May 17
Final axams for Saturday classes	May 22
Final exams for off-campus classes	May 24

*$25 late registration fee. (For details, see "Late Registration," page 4.)

Continuing Education Credit Courses

Registration Form

If you have already registered, do not usa this form. Instead, to register for additional courses or to drop a coursa, you must obtain an Add/Drop form from tha Continuing Education Offica.

CE Staff Initials

Social Security #: ___ - ___ - ____

Name (Last / First / Middle Initial)

Address (No. & Street / City / State / Zip)

Daytime Phone ( ) Evaning Phone ( )

Sex ○ Male ○ Female Date of Birth (Month / Day / Yaer)

Current UMass/Boston student? ○ Non-Matriculated ○ Matriculated Major ○ Undergraduate ○ Graduata

Studant at othar collaga or university? ○ Yes ○ No If yes, where? ____

Ethnic Survey Information (Required by Fadaral Govarnment). Plaasa circla appropriata latter.

A. Amarican Indian/Aleskan Native
B. Black Non-Hispanic
C. Asian or Pacific Islender
D. Hispanic
E. Non-resident Alien
F. White Non-Hispanic
G. Other ____
H. Do not wish to report

Please follow the example below when indicating coursa selections. Be sure to includa six-digit schadule numbers.

Sched. No.	Dept. & Course No.	Title	Site	Credits	Course Fee/Cr.	Lab Fee (if any)	Total Course & Lab Fee
123456	EDUC 234	SAMPLE COURSE	HARBOR	3	$95.00	–	$285.00

Course Selections

Sched. No.	Dept. & Course No.	Title	Site	Credits	Course Fee/Cr.	Lab Fee (if any)	Total Course & Lab Fee
					x	+	=
					x	+	=
					x	+	=
					x	+	=
					x	+	=

Full payment must accompany all registrations.

Method of Payment

○ VISA ○ MasterCard
○ Check ○ Discover Card
○ Waiver ○ Other

Make checks payable to:
Continuing Education, UMess/Boston
Send payment and form to:
UMass/ Boston
Continuing Education, Box C
100 Morrissey Blvd.
Boston, MA 02125-3393

Method of Registration

○ Mail ○ FAX
○ Phone ○ Walk-in

MasterCard, VISA, and Discover Card Only

You may pay fees through one of these three credit cards. To do so, please provide the information requested.

Account Number

Expiration Date

Student Signature

Cardholder's Name

If a student is eligible for a rafund, the rafund will be mada only as a cradit to e MesterCard, VISA, or Discover Card account.

Authorization #

Certified by:

Coursa Faas

Undergraduate	$95.00/credit
Graduate	$110.00/credit

Please calculate paymant below.

Course and Lab Fees (total)	
Total Servica Fees	$25.00
Transcript Fae*	$ 3.00
Lata Fea**	$25.00

Total Paymant Enclosed

*requirad of non-matriculated students
**if applicabla
Note: improparly compleatad forms and/or chacks cannot ba accepted, and therafora will be returned unprocessad.

For Continuing Education Offica Use Only

This form is the only record of your registration. Please keep a copy

Sites

Credit courses for the spring semester will be offered at the following locations:

- **UMass/Boston**
  Harbor Campus
  Directions: Southeast Expressway (south) to Exit 15, Columbia Road or Southeast Expressway (north) to Exit 14, Morrissey Boulevard; follow signs. MBTA Red Line to JFK/UMass station.
- **Copley Square, Boston**
  Snowden International School
  150 Newbury Street
  Directions: Newbury Street to Dartmouth Street. MBTA Green Line to Copley station.
- **Braintree**
  Braintree High School
  128 Town Road
  Directions: Route 128 to Route 37 south; take Granite Avenue at "Five Corners" intersection; left onto Town Road.
- **Hanover**
  South Shore Regional Vocational Technical High School
  Webster Street
  Directions: Route 3 to Route 53 north to Route 123 west (Webster Street).
- **Wakefield**
  Northeast Metropolitan Regional Vocational High School
  Hemlock Road
  Directions: Route 128 or Route 1 to Walnut Street; turn onto Water Street; right onto Farm Street; go past high school and left onto Hemlock Street.

For more detailed directions to any site, please call 617 287-7900.

For information on registration, see "Registering for Continuing Education Courses," to the right. Please note that improperly completed forms and/or checks cannot be accepted, and therefore will be returned unprocessed.

Winter, 1993
Volume 13, Number 2

The University of Massachusetts at Boston Bulletin (USPS 566-090) is published quarterly and distributed free of charge by the University of Massachusetts at Boston, 100 Morrissey Blvd., Boston, MA 02125-3393. Second-Class Postage Paid at Boston, MA 02109. Postmaster: Send address changes to: The University of Massachusetts at Boston, 100 Morrissey Blvd., Boston, MA 02125-3393. The information in this publication is provided solely for the convenience of the reader, and the University of Massachusetts at Boston expressly disclaims any liability which may otherwise be incurred. While every effort has been made to ensure the accuracy of the information in this publication, the University reserves the right to make any changes at any time with respect to course offerings, degree requirements, services provided, or any other subject addressed in this publication.

This publication was produced and distributed at no cost to the Commonwealth of Massachusetts. The Division of Continuing Education receives no state funds to support its operations. All expenses are met with funds generated by its programs.

The University of Massachusetts at Boston is an affirmative action/equal opportunity employer and prohibits discrimination in all its policies and programs, on the basis of race, color, sex, age, religion, national origin, sexual orientation, disability, or veteran status. All inquiries regarding Title IX of the Educational Amendments of 1972 and/or Section 504 of the Rehabilitation Act of 1973 may be directed to Gerard Gomez, Director of Affirmative Action and Multicultural Relations, University of Massachusetts at Boston, 100 Morrissey Blvd., Boston, MA, 02125 (617 287-5180). Inquiries regarding the application of the non-discrimination policy may also be directed to the Coordinator or the Assistant Secretary for Civil Rights, US Department of Education.

The University of Massachusetts at Boston is accredited by the New England Association of Schools and Colleges, which accredits schools and colleges in the six New England states. Membership in the Association indicates that the institution has been carefully evaluated and found to meet standards agreed upon by qualified educators. The University of Massachusetts at Boston is a member of the North American Association of Summer Sessions and the National University Continuing Education Association.

Opportunities for Adult Learners

As greater Boston's only public university, UMass/Boston provides opportunities for all persons seeking access to first-rate higher education in the community it serves. The University is particularly committed to adults beyond traditional college age who have daytime responsibilities at work and at home. To serve these adults, the University offers evening off-campus, Saturday morning, and summer courses through its Division of Continuing Education, and late afternoon and evening "extended day" courses at its Harbor Campus. Many UMass/Boston courses are open both to matriculated (degree seeking) students and to non-matriculated (non-degree-seeking) students. All UMass/Boston students are free to combine day, evening, off-campus, Saturday, and summer courses to suit their individual needs.

Continuing Education Courses

Introductory and intermediate-level courses in many disciplines are offered by the Division of Continuing Education on weekday evenings and Saturday mornings. These courses are particularly suited to the needs of the adult who wishes to begin or return to college study. The Division also schedules courses specifically for nurses and for vocational educators.

Special Programs

The Division of Continuing Education also conducts many non-credit special programs—including courses, workshops, and seminars, both on and off campus— to serve various business and professional groups, persons seeking instruction in specialized fields, and persons who simply wish to explore new areas of interest. Many of these programs stem from the Division's cooperation with groups and institutions in the greater Boston community. The Division can also assist professional groups in organizing and conducting conferences, workshops, and seminars.

The Division also co-sponsors credit courses in library and information studies (in cooperation with the University of Rhode Island), in marine studies (in cooperation with the Massachusetts Bay Marine Studies Consortium) and in the study of women and politics and government (in cooperation with UMass/Boston's American Civilization Program and McCormack Institute of Public Affairs).

The Division welcomes proposals or suggestions about additional activities it might sponsor.

Summer Courses

Each summer, the Division of Continuing Education offers hundreds of day and evening courses at the University's Harbor Campus. Summer session courses provide an opportunity for matriculated students to accelerate their progress, and for both matriculated and non-matriculated students to take courses that are unavailable to them or do not fit their schedules during the regular academic year.

Intersession Courses

Each January, the Division of Continuing Education offers a selection of courses at the University's Harbor Campus. Like the summer session, intersession offers matriculated and non-matriculated students many courses of special interest, and provides an opportunity for matriculated students to accelerate their progress.

The Extended Day Schedule

During the academic year, the University offers a wide variety of undergraduate and graduate courses on the Harbor Campus from 4:00 to 10:00pm, These "extended day" courses are particularly suited to the needs of persons who are seeking UMass/Boston degrees. Students can complete a number of undergraduate majors and graduate programs by taking courses entirely within the Extended Day schedule. Other students enroll in these courses for professional advancement or personal enrichment, or simply to experience University life before applying for admission.

Further Information

For information about Continuing Education courses, special programs, summer courses, or Extended Day courses, please call Mary Lang Crumlin in the Division of Continuing Education at 617 287-7900. Ms Crumlin is available for advising during the day or evening, by appointment, at the Division of Continuing Education's Harbor Campus Office (Wheatley Hall, 2nd floor, room 203).

For information about UMass/Boston admission requirements for older students, or for general information about University degree programs, call UMass/Boston's Student Information Services Office at 617 287-6000.

Registering for Continuing Education Courses

Who May Enroll

UMass/Boston undergraduate credit courses are open to: 1) students who may be considering matriculation into a degree program at UMass/Boston or elsewhere; 2) students matriculated at other institutions who will use UMass/Boston credits to meet degree requirements at their home institutions; and 3) matriculated UMass/Boston students. Anyone who has graduated from high school or who has earned a high school equivalency certificate is invited to begin or continue taking courses at UMass/Boston. Please see the regulations on page 11 governing academic retention standards for matriculated and non-matriculated students.

The University assumes that students registering for undergraduate courses will accurately assess their ability to do college work. Students should be aware, however, that they are responsible for meeting prerequisites for certain courses.

If a student's ultimate goal is to obtain a UMass/Boston degree, it is to the student's advantage to apply for formal admission (matriculation) as early as possible. Most part-time students matriculate after having completed their first two or three courses; when they do matriculate, they can choose to attend full-time or to continue to attend part-time. Matriculated students are assured that their degree requirements will not be affected by subsequent changes in the University's curriculum; consequently they find it easier to plan schedules including courses that meet their individual requirements. Matriculated students may also change from one degree program to another, and may proceed toward the degree at their own pace.
All UMass/Boston courses offered for credit, during the fall, spring, or summer semesters, or during intersession, whether on- or off-campus, day or evening, are equivalent in content and method of instruction.

Mathematics Diagnostic Test

All students wishing to register for introductory courses in mathematics (through first-semester calculus) or in computer science must first take the University's Mathematics Diagnostic Test (see Mathematics Diagnostic Test, page 5).

Registration by Mail, Telephone, or FAX

Registration in advance by mail, telephone, or FAX is the preferred method of enrolling in Continuing Education courses. Because of high demand for certain Continuing Education courses, it is advisable to register early. To register by telephone or FAX, you must charge fees to a MasterCard, VISA, or Discover account.

- To register by mail, fill out the form on the opposite page. Full payment must accompany the registration form (see "Payment of Course and Service Fees," page 4).
- To register by telephone:

(1) Fill out the registration form and be ready to refer to it during your call.

(2) Call 617 287-7916 (Monday-Thursday: 8:30am-6:00pm, Friday: 9:00am-4:00pm).

- To register by FAX, fill out the registration form and FAX it to 617 287-7922. This line is open twenty-four hours a day, seven days a week.

Registering for Continuing Education Courses (continued)

Walk-In Registration

Students who would rather register in person may do so on the dates and at the times listed below. *Please note: For your convenience, you may register at any site listed for courses offered there or at any other location.* If any on-site registration session is cancelled due to weather conditions, it will be held on the same day and at the same time the following week.

- **UMass/Boston**
  Harbor Campus
  Division of Continuing Education
  2nd Floor, Wheatley Hall
  Room 203
  Monday-Thursday
  8:30am-6:00pm
  Friday, 9:00am-4:00pm

- **Braintree**
  Braintree High School
  128 Town Road
  January 21
  6:00-8:00pm

- **Copley Square, Boston**
  Snowden International School
  150 Newbury Street
  January 20
  6:00-8:00pm

Full payment by check or credit card is due at the time of registration. Cash payments, to be made at the Bursar's Office on UMass/Boston's Harbor Campus, can be accepted only for walk-in registration at the Continuing Education Office.

To avoid paying a $25.00 late registration fee, you must register—by mail, by telephone, or in person—by January 29.

Late Registration

Late registration for Continuing Education courses will take place Monday, February 1st through Friday, February 5th, at the Continuing Education Office on UMass/Boston's Harbor Campus (Wheatley Hall, 2nd floor, room 203) from 8:30am to 6:00pm (Monday-Thursday) and 9:00am to 4:00pm (Friday), and during the first class meeting at all other locations. For your convenience, you may register late at the Continuing Education Office for courses offered at any site.

Course and Service Fees

Undergraduate Course Fee	$ 95.00 per credit
Graduate Course Fee	$110.00 per credit
Registration and Educational Service Fees	$ 25.00
Transcript Fee*	$ 3.00
Late Registration Fee**	$ 25.00
Returned Check Fee***	$ 25.00

* charged each semester to each non-matriculated student
** if applicable
***charged for each check returned unpaid

Payment of Course and Service Fees

Students must pay in full before their registrations will be accepted. No payment will be accepted after the Add/Drop deadline of the session for which payment is intended. Students may use the following methods to make payments:

Check:

- Please make checks payable to the University of Massachusetts at Boston—Continuing Education. A payment of course and service fees made with a check returned by our bank will result in administrative withdrawal, an additional returned check fee of $25.00, and referral to a collection agency, which may result in liability for the payment of a collection fee (returned checks include those on which payment is stopped).

MasterCard, VISA, or Discover:

- The University of Massachusetts at Boston will accept payment by MasterCard, VISA, or Discover for all Continuing Education course and service fees. The minimum acceptable MasterCard, VISA, or Discover payment is $25.00. Please fill out the appropriate section of the registration form when registering by mail.

Cash:

- Cash payments can be made *only* at the Bursar's Office at the Harbor Campus (Robert H Quinn Administration Building, 2nd Floor; Monday-Friday 9:00am-3:30pm.) The Bursar's Office will give you a receipt, which you must submit with your registration form. Please note: Cash payments will not be accepted at any other location.

Payment by Outside Agencies:

- If a student's charges are to be paid by an outside agency, his or her registration must be accompanied by a payment authorization form from that agency. Students are reminded that they are liable for all course and service fees in the event that the sponsoring agency does not provide payment.

Course Fee Waiver and Remission Policy

The Division of Continuing Education will honor course fee waivers and remission of course fees for those persons meeting the eligibility requirements described below, providing the courses they wish to take are adequately supported by fees from paying students, and providing space is available in these courses. Credit course fee waivers and remission of credit course fees apply only at the standard rate of $95.00 per undergraduate credit and $110.00 per graduate credit. Thus, in the case of a credit course with extraordinary costs necessitating a higher than standard course fee, course fee waivers and remission will be granted for only the amount of the standard course fee. Registration fees, service fees, and other mandatory fees, except in the case of senior citizens, must be paid in full. Anyone wishing to apply for course fee waivers or remissions must do so when registering for courses: the policy is not retroactive. See the academic calendar for appropriate registration times.

Vietnam-era veterans are eligible for course fee waivers under the following conditions:

1. They must be matriculated in a program leading to a degree or certificate.
2. They must have not used their course fee waiver for more than 130 credits.
3. If they did not enter the service while residing in the Commonwealth of Massachusetts, they must file an affidavit under oath attesting to their having resided in the Commonwealth for two consecutive years immediately preceding enrollment.
4. They must have their registration form approved by UMass/Boston's Veterans Affairs Office.

Senior citizens are eligible for a waiver of all fees upon submission of a notarized Senior Citizen Affidavit at the time of registration.

Most full-time state employees are eligible for a 50% course fee remission upon submission of a properly completed "Certificate of Eligibility" at the time of registration. State employees wishing to determine if they are eligible for a tuition remission should contact their personnel office.

Most full-time employees of public higher education, their spouses, and their dependent children are eligible for a 50% course fee remission upon submission of a properly completed "Certificate of Eligibility" at the time of registration.

The Division of Continuing Education cannot honor waivers issued to cooperating practitioners by the state-funded programs of the University of Massachusetts at Amherst, Boston, Dartmouth, Lowell, or Worcester.

The Career Enhancement Certificate Program

The Program

UMass/Boston offers the Career Enhancement Certificate (CEC) Program to help working adults increase their effectiveness on the job and develop their career opportunities. Participants in the program can sharpen their skills in communication and quantitative reasoning, and broaden their understanding of the complexities of organizational life and the interdependence of economic and social decisions. While the program gives particular attention to practical applications, it also provides a solid foundation for more advanced academic and professional programs of study.

The designation "(CEC)" at the end of a course description in this bulletin indicates that the course is part of the sequence leading to the Career Enhancement Certificate.

Eligibility

The CEC program is open any non-matriculated student with a high school diploma or its equivalent who has completed English 101, who has qualified for Math 110 by taking UMass/Boston's Math Diagnostic Test. Students enrolled in UMass/Boston degree programs are not eligible for the CEC program.

Requirements

The CEC program consists of a minimum of twenty-seven credit hours of required courses. Students with previous college experience that includes one or more of the CEC's required courses may substitute up to four courses from a group of acceptable electives. In all cases, to receive the certificate, students must complete twenty-seven hours of required or elective courses.

Admission

Students wishing to participate in the CEC program should apply for admission during the semester in which they first begin to take CEC-related courses. Credit may also be allowed for up to four CEC-related courses taken prior to application. Interested students may obtain application forms and more information about the program by calling the Division of Continuing Education at 617 287-7900. Advisers are also available at certain times at the Braintree and Copley sites (call 617 287-7900 for details).

Instructional Sites

Most CEC courses are scheduled on a rotating basis at the Division of Continuing Education's Braintree and Copley off campus sites. Students may also take some CEC courses at the Harbor Campus, during the fall, spring, and summer terms (these course are scheduled both during the day and in the evening).

Courses Leading to the Certificate

The prerequisite for all courses is Engl 101.
The suggested sequence for CEC courses is:

- **MGT 130** Introduction to Business
- **Math 110** Basic Algebra
- **Econ 101** Introduction to Microeconomics
- **Engl 102** Freshman English II
- **AF 210** Financial Accounting
- **Engl Z106** Dral Communication
- **AF 211** Managerial Accounting
- **Engl 215** Intermediate Composition
- **MSIS 110** Introduction to Computers and Information Systems (available only during Harbor Campus summer sessions)

Electives:

- A student who has already completed one or more of the courses listed above may select up to four other courses as substitutes, to be chosen in consultation with an adviser from the Division of Continuing Education.

Continuing Education Credit Courses: Descriptions, Times, Places

January intersession courses!

UMass/Boston offers an accelerated schedule of credit courses on the Harbor Campus during the January intersession. Classes meet from January 4th through January 28th. For further information, call 617 287-7900.

A Note About Course Schedules

Each of the following course descriptions is accompanied by information about the location(s) and time(s) at which the course will be offered, as well as the number of credits to be earned in the course and the course's schedule number. Schedule information about these courses is also organized according to course locations (see pages 10-11).

A Note About Course Designations

Please note that many courses described below fulfill College of Arts and Sciences (CAS) distribution requirements, as indicated by a note following the course description that refers to the "Distribution Area" to which the course belongs. Those whose numbers are preceded by "C" are distribution courses which also meet the College's Core Requirement. Although they are open to non- matriculated students, all of the "distribution courses" meet specific requirements for CAS matriculated students. *To be sure they take distribution courses that will meet their own particular degree requirements, all CAS matriculated students should, before registering, pick up advising materials concerning distribution requirements from the University Advising Center (McCormack Hall, 3rd floor, Room 625; 617 287-5500).* Materials concerning the CAS writing proficiency requirement are also available from this office. The designation "(CEC)" at the end of a course description indicates that the course is part of the sequence leading to the Career Enhancement Certificate. These courses are also open to other students.

A Note About Room Locations at the Harbor Campus

Room locations for Saturday courses at the Harbor Campus are listed in the schedule on page 10-11. Additional information will be available the first day of classes at the information desk in the lobby of McCormack Hall.

The Continuing Education Office

The Division of Continuing Education is responsible for the planning and supervision of the off-campus and Saturday program. The Continuing Education Office (Wheatley Hall, 2nd floor, room 203) is open throughout the semester to distribute information and resolve problems. Regular hours are: Monday through Thursday, 8:30am-6:00pm; Friday, 9:00am-4:00pm; Saturday 8:00am-12:00noon. From February 8 through February 27, the hours are: Monday through Thursday, 8:30am-7:00pm; Friday, 9:00am-4:00pm; Saturday 8:00am-2:00pm.

Mathematics Diagnostic Test

Appropriate preparation is especially important for students taking mathematics and computer science courses, and the University wants to be certain that students in these courses have the math skills they need for success. Before registering for introductory courses in either mathematics (through first-semester calculus) or computer science, all UMass/Boston students must demonstrate their skills by taking a diagnostic test. The University uses this test to place students in the courses that will serve them best. The diagnostic test can be taken at off-campus locations during walk-in registration periods as designated in the schedule on page 4. The test can also be taken at the Harbor Campus in McCormack Hall, 3rd floor, room 612, on the dates and during the time periods listed below.

Students should allow at least one hour for the test; there is no fee.

Date/Day	Time
January 5 (Tu)	4:00-7:00pm
January 6 (W)	1:00-3:00pm
January 27 (W)	1:00-4:00pm
January 28 (Th)	1:00-4:00pm
January 29 (F)	1:00-4:00pm
February 4 (Th)	4:00-7:00pm
February 5 (F)	10:00am-1:30pm

Students who want additional information should call 617 287-5522.

Academic Skills

Academic Skills 034
Fundamentals of Algebra
●
This is a course for students who have mastered arithmetic but not beginning algebra. They are either students who never studied algebra in high school, or who studied it so long ago or so ineffectively that they must approach all introductory algebra topics as new rather than review material. The course's goals are to introduce students to algebraic notation and concepts so that they will be successful in Math 110 and in introductory physical and social science courses; and to help them develop successful study and test-taking techniques. The course covers algebraic expressions—their simplification, combination, and evaluation; linear equations—how to solve them, graph them, and use them to solve word problems; and scientific notation and proportions. To pass the course, students must take the diagnostic exam during pre-registration and place into Math 110, miss no more than three classes, and satisfactorily complete the assigned work.
Prerequisite: Math Diagnostic Test only.

Note: The fee for this two-credit course is $285.

Copley:
MW 6:00-7:15pm, 2 Credits,
Sched No 316407

Additional mathematics courses are described on page 7-8.

Accounting and Finance

AF 201
Personal Finance
●
Introduces students to planning and managing personal and family finances. Topics covered include insurance and estate planning, relationships with banks, issues in home ownership/real estate, the fundamentals of investing in stocks and bonds, tax planning, leasing as compared with buying automobiles, and financing college education. This course cannot be counted toward finance or accounting concentrations in the College of Management.

Braintree:
Tu 6:30-9:00pm, 3 Credits,
Sched No 314003

Harbor Campus:
S 11:30am-2:00pm, 3 Credits,
Sched No 314058

AF 210
Financial Accounting
●
Presents the theory and techniques of financial accounting. The course encompasses the basic functions of collecting, processing, and reporting accounting information for interested third parties (e.g., owners, investors, and government), and enables students to analyze, interpret, and use accounting information effectively. (CEC)
Prerequisite: Sophomore standing

Braintree:
M 6:30-9:00pm, 3 Credits,
Sched No 314250

Copley:
Tu 6:00-8:30pm, 3 Credits,
Sched No 314301

Harbor Campus:
S 8:30-11:00am, 3 Credits,
Sched No 314356

AF 211
Managerial Accounting
●
Presents the theory and techniques of managerial accounting, from the particular perspective of the manager. The course covers the identification and analysis of the behavior of costs within the organization, and illustrates how managers use such knowledge for planning and control. Major topics include responsibility accounting, comprehensive and cash budgeting, and standard job order and process cost systems. (CEC)
Prerequisite: AF 210.

Braintree:
M 6:30-9:00pm, 3 Credits,
Sched No 314558

Harbor Campus:
S 11:30am-2:00pm, 3 Credits,
Sched No 314609

Related Program

Government Auditing
●
This non-credit program is designed for those holding entry to middle-management-level positions in government auditing and those wishing to prepare themselves for careers as government auditors. Please see page 15 for further information.

American Studies

AmSt C206
The Sixties
●
The course focuses on protest and the role of youth. Who protested and why? Was the phenomenon of the sixties an aberration or part of a larger radical tradition in America? What was the impact on the seventies? Readings are drawn from the works of participants in the student, black, feminist, and peace protest movements, from the intellectuals who defended and attached them, and from the growing body of retrospective, analytic, and historical literature which attempts to explain what really happened in that tumultuous decade. Films are shown when appropriate.
Distribution Area: Historical and Cultural Studies.

Harbor Campus:
S 8:30-11:00am, 3 Credits,
Sched No 314801

AmSt 210
American Dreams/American Realities: Men and Women in Society and Culture,1600-1860
●
Documents, diaries, letters, essays, fiction and art, along with secondary historical and anthropological sources, are used to compare the dreams and realities of men's and women's lives in America from the first contact between European explorers and native Americans up through the Age of Reform (1830-60). Topics include visions of landscape and nature; contrasting cultures of Indians and Anglo-Americans; family and "women's place"; slavery; working class organizations; and women's rights.
Distribution Area: Historical and Cultural Studies

Braintree:
W 6:30-9:00pm, 3 Credits,
Sched No 315008

AmSt 380
The Kennedys of Boston
●
This course provides a background on the Kennedys and their times. It analyzes some of the political and cultural processes of which the Kennedys were a part, and in particular traces the rise of the Kennedy family in the context of the Boston Irish. Audio-visual material is used where appropriate to examine the role played by the media, that is, print, film, and television, then and now, in forming the popular images of the Kennedy family.

Harbor Campus:
S 11:30am-2:00pm, 3 Credits,
Sched No 315200

Anthropology

Anth C100
Culture and Human Behavior
●
Our own daily behavior is often taken for granted as rational or logical, while the behavior of other groups is often seen as "strange" and incomprehensible. Looked at closely, however, the apparently strange behavior of others may become more understandable, while our own behavior may seem less rational and less ordinary. Focusing comparatively on contemporary America and non-Western societies, this course examines selected human activities, such as eating, play and sport, and making a living. The aim is to learn how the concepts and methods of sociocultural anthropology, as one of the social and behavioral sciences, help us understand human behavior, both our own and that of people in other times and places.
Distribution Area: Social and Behavioral Sciences

Copley:
W 6:00-8:30pm, 3 Credits,
Sched No 315402

Anth 102
Introduction to Archaeology and Biological Anthropology
●
The study of the biological and cultural heritage of humans. Topics include primate and human evolution, evolution of prehistoric cultures, and human adaptation and variation.
Distribution Area: Natural Sciences.

Harbor Campus:
S 8:30-11:00am, 3 Credits,
Sched No 315604

Anth 103
Introduction to Cultural Anthropology
●
The study of recent and contemporary human societies in cross-cultural perspective. Through the use of ethnographic accounts, the course analyzes and compares variations in processes of cultural change, and in cultural adaptations.
Distribution Area: Social and Behavioral Sciences.

Note: Anth 102 is not a prerequisite to Anth 103.

Braintree:
Tu 6:30-9:00pm, 3 Credits,
Sched No 315806

Continuing Education Credit Courses (continued)

Art

Art C100
Language of Art
●
The course teaches students to begin to understand the process of artistic creation. It enables the student to grasp the expressive content of works of art in a wide variety of media and to analyze how the artist creates his/her effect. It is not an historical survey. Through lectures, discussions, field trips, and museum visits, the student studies paintings, sculptures, and buildings; examples are chosen as often as possible from the Boston area. The course addresses such concepts as rhythm, pacing, elements of stability versus change, and the possibilities of differing interpretations of subject matter through formal variations. It offers a solid introduction to the arts by developing the student's ability to see and analyze forms as the result of aesthetic and interpretive decisions.
Distribution Area: The Arts.

Harbor Campus:
S 8:30-11:00am, 3 Credits,
Sched No 316003

Art 201
Ancient and Medieval Art
●
An historical survey of Western art and architecture from the 15th century to the 20th century. The course deals with different aspects of the art of the Renaissance in Italy and the North, the Baroque and Rococo, Neoclassicism and Romanticism, Realism and Impressionism, and Post-Impressionism. The last few sessions introduce, through broad surveys, the art of major non-Western cultures: African, Oriental, and American Indian.
Distribution Area: The Arts

Harbor Campus:
S11:30am-2:00pm, 3 Credits,
Sched No 316205

Bilingual/ESL Studies

BES 642
Curriculum Development in Bilingual Education
●
Analysis of the major components of curriculum study including practices, innovations, positions and theories as applied to bilingual schools.

Note: this a graduate-level course.

Harbor Campus:
S 8:30-11:00am, 3 Graduate Credits,
Sched No 316469

Biology

Biol 101
The Basis of Life
●
The uniqueness of life within the physical universe. The matter and energy of life, the genetic code, molecular biology, and the origin and evolution of life. An overview for students in the humanities and social sciences of those features which distinguish living organisms from non-living things. No background in the natural sciences is required.
Distribution Area: Natural Sciences.

Copley:
Tu 6:00-8:30pm, 3 Credits,
Sched No 316609

Harbor Campus:
S 11:30am-2:00pm, 3 Credits,
Sched No 316654

Biol 108
Introduction to Nutrition
●
Introduction to the elements of nutrition with emphasis on nutrition for humans; examination of foodstuffs and nutritional quality, physiology of food utilization, food quality regulations, and the global ecology of food production. No background in the natural sciences is required.
Distribution Area: Natural Sciences.

Braintree:
Th 6:30-9:00pm, 3 Credits,
Sched No 316856

Copley:
M 6:00-8:30pm, 3 Credits,
Sched No 316907

Harbor Campus:
S 8:30-11:00am, 3 Credits,
Sched No 316952

Biol 111
General Biology I
●
An integrated course stressing the principles of biology. Life processes are examined primarily at the molecular and cellular levels. Intended for students majoring in biology or for non-majors who wish to take advanced biology courses.
Distribution Area: Natural Sciences.

Braintree:
TuTh 6:00-9:00pm, 4 Credits,
Lab fee: $20.00,
Sched No 317159

Chemistry

Chem 108
Introduction to Chemistry II
●
A brief survey of organic and biological chemistry. Topics include structure, nomenclature, and the nature of organic compounds. Emphasis is on preparation for biological applications. Carbohydrates, lipids, proteins, and nucleic acids are introduced. The structures and metabolism of important biochemical molecules are considered.
Prerequisite: Chem 107.
Distribution Area: Natural Sciences

Braintree:
MW 6:00-9:00pm, 4 Credits,
Lab fee: $65.00,
Sched No 317351

Economics

Econ 101
Introduction to Microeconomics
●
A broad introductory survey in which special attention is given to the role of economic principles in analyzing and understanding current economic problems. Emphasis is placed on the functioning of markets and on examining the behavior of individual economic units such as the business firm and the consumer (microeconomics). Other areas of emphasis vary from section to section and may include industrial organization, income distribution, international trade, economics of the environment and other topics. (CEC)
Prerequisite: Math 110 or equivalent.
Distribution Area: Social and Behavioral Sciences.

Copley:
Th 6:00-8:30pm, 3 Credits,
Sched No 317553

Harbor Campus:
S 11:30am-2:00pm, 3 Credits,
Sched No 317604

English

Note: Freshman English (English 101 and 102) is prerequisite for all English courses above the 100 level. These requirements may be modified or waived for certain courses; see the following course descriptions for such changes. The student who is strongly motivated to take a course for which he or she has not satisfied the prerequisites should contact the instructor for advice and permission.

Engl 101
Freshman English I
●
Small class instruction and practice in grammar, rhetoric, and the articulation of logical thought. Practice in writing for college courses on various kinds of topics, many from experience and observation, chosen to develop the student's confidence and ability. Readings and materials vary from section to section, but all sections require a minimum of eight 600-word papers.

Note: This course satisfies the first half of the College of Arts and Sciences writing requirement.

Braintree:
MW 6:30-7:45pm, 3 Credits,
Sched No 319806

Copley:
TuTh 6:00-7:15pm, 3 Credits,
Sched No 319851

Harbor Campus:
S 11:30am-2:00pm, 3 Credits,
Sched No 319902

Engl 102
Freshman English II
●
Continuation of Engl 101, with emphasis on topics and writing assignments of the kinds encountered in many types of college courses. Readings and materials vary from section to section, but all sections require a minimum of seven papers, including a longer research paper. (CEC)

Note: This course satisfies the second half of the College of Arts and Sciences writing requirement.
Prerequisite: Engl 101.

Braintree:
TuTh 6:30-7:45pm, 3 Credits,
Sched No 320103

Copley:
MW 6:00-7:15pm, 3 Credits,
Sched No 320158

Harbor Campus:
S 8:30-11:00am, 3 Credits,
Sched No 320209

Engl Z106
Oral Communication
●
This course focuses on improvement of interpersonal, small group, and public communications skills. Through readings, journals, class discussions, and other activities, we explore the following: self-concept and perception, listening and responding, language and non-verbal behaviors, interviewing, problem solving and decision making, formal elements of speech making, and the evaluation of one's own and others' public messages.

Copley:
W 6:00-8:30pm, 3 Credits,
Sched No 320401

Engl 201
Five Major British Writers
●
Representative works by five of the most important writers from the fourteenth to the nineteenth century, studied as introductions to philosophical and humanistic studies, explored as reflecting and shaping the leading ideas, assumptions, and values of their ages. Works by Chaucer, Shakespeare, and other authors such as Milton, Swift, and Austen, with films and background lectures on the philosophical and historical contexts of the works and their authors. Instruction in analytical reading and writing is provided.
Distribution Area: Philosophical and Humanistic Studies.

Braintree:
M 6:30-9:00pm, 3 Credits,
Sched No 320603

Harbor Campus:
S 11:30am-2:00pm, 3 Credits,
Sched No 320658

Engl 206
Six American Authors
●
The achievements of American literature in articulating the American mind will be illustrated by works from some well-known American writers—Thoreau, Dickinson, Faulkner, for example—as well as from those who deserve to be better known, such as Frederick Douglass, Kate Chopin, Zora Neale Hurston.
Distribution Area: The Arts.

Copley:
Th 6:00-8:30pm, 3 Credits,
Sched No 320850

Engl C210
Introduction to Creative Writing
●
An introduction to the arts through the medium of writing as well as reading poetry, fiction, and drama. Student writing is submitted weekly and discussed in class.
Prerequisite: Completion of freshman writing requirement.
Distribution Area: The Arts.

Braintree:
Tu 6:30-9:00pm, 3 Credits,
Sched No 319553

Harbor Campus:
S 8:30-11:00am, 3 Credits,
Sched No 319604

Related Programs

Corporate and Promotional Communication
●
In conjunction with the University's Cooperative Education/Internship Program, the Division of Continuing Education offers a non-credit program for persons wishing to learn or improve the skills involved in creating attractive and effective promotional and corporate communication materials. Please see page 15 for further information.

Library and Information Studies
●
By arrangement with the Graduate School of Library and Information Studies of the University of Rhode Island, UMass/Boston's Division of Continuing Education offers, each semester, credit courses meeting requirements for a University of Rhode Island master's degree in library and information studies. Please see page 14 for further information.

Geography

Geog 102
World Regional Geography
●
An analysis of physical and human geographic factors, including landforms, climate, soils, resources, population and other factors where appropriate, in selected world regions. Major world regions are discussed with respect to the interaction between human beings and their environment. Each region is studied to develop major physical and human geographic principles or relationships.
Distribution Area: Social and Behavioral Sciences.

Braintree:
Th 6:30-9:00pm, 3 Credits,
Sched No 321057

For more information...

If you have questions about the University, the Division of Continuing Education, or career or academic planning, call Mary Lang Crumlin at 617 287-7900.

Geog 225
Weather and Climate
●
Atmospheric processes forming the basis for weather patterns and climatic development on a global scale. Major topics include earth-sun relationships, heating and cooling of the atmosphere, atmospheric circulation, pressure patterns, air mass formation and frontal systems, vertical zonation of climate, and the Koppen System for evaluating and classifying phenomena.
Distribution Area: Natural Sciences.

Copley:
M 6:00-8:30pm, 3 Credits,
Sched No 321259

History

Hist 111
Foundations of Western Civilization
●
A survey of the political, cultural, social and economic history of Western society from antiquity until 1715. Emphasis is given to the critical analysis of primary sources.
Distribution Area: Historical and Cultural Studies.

Copley:
Tu 6:00- 8:30pm, 3 Credits,
Sched No 321451

Hist 112
Modern Western Civilization
●
This course traces the major political, economic, and cultural changes which have shaped Western society from the Enlightenment to the present. Special attention is given to the critical analysis of primary source materials.
Distribution Area: Historical and Cultural Studies.

Harbor Campus:
S 8:30-11:00am, 3 Credits,
Sched No 321653

Hist 265
American History I
●
Introduces students at the intermediate level to the study of American history before 1877. The subject matter will encompass virtually all aspects of American society, and the interrelationship between social structure, economic development, everyday life, culture and formal politics will be explored throughout the course. Attention will be given to the nature of historical inquiry and the development of writing skills.
Prerequisite: Sophomore standing or permission of instructor.
Distribution Area: Historical and Cultural Studies.

Harbor Campus:
S 11:30am-2:00pm, 3 Credits,
Sched No 321855

Hist 266
American History II
●
A survey of American history from 1877 covering the nature of American social structure, economic development, everyday life, culture, and formal politics. Attention is given to the nature of historical inquiry and to the development of writing skills.
Prerequisite: Sophomore standing or permission of instructor.
Distribution Area: Historical and Cultural Studies.

Braintree:
M 6:30-9:00pm, 3 Credits,
Sched No 322052

Human Performance and Fitness

Note: The University's Human Performance and Fitness Program, formerly the Physical Education and Fitness Program, is now part of the University's College of Nursing.

HP 221
First Aid and Cardiopulmonary Resuscitation
●
Students completing this course fulfill the requirements of the American Red Cross for the Standard First Aid and Safety Certificate and the Basic Life Support Cardiopulmonary Resuscitation Certificate. The course also presents basic techniques in athletic training.

Note: The fee for this two-credit course is $200.00.

Harbor Campus:
S 11:30am-2:00pm, 2 Credits,
Sched No 322278

Linguistics

Please note: Students taking American Sign Language (ASL) for foreign language distribution credit are required to complete two semesters of ASL beyond the Ling 151 level.

Ling 151
Elementary American Sign Language I
●
This course provides an introduction to American Sign Language, with emphasis on receptive skills, vocabulary, and grammar. It also introduces the linguistics of ASL. In addition, through readings, guest speakers, and videotapes, the course seeks to help students develop their awareness of issues important to the deaf community. Three hours classroom plus one hour videotape lab.
Distribution Area: Foreign Languages.

Braintree:
MW 6:00-9:00pm, 3 Credits,
Sched No 323259
Note: This course meets February 8-March 31.

Ling 152
Elementary American Sign Language II
●
A continuation of Ling 151, with emphasis on receptive and expressive skills.
Prerequisite: Ling 151 or permission of instructor.
Distribution Area: Foreign Languages.

Harbor Campus:
MW 7:30-10:00pm, 3 Credits,
Sched No 323451
Note: This course meets April 5- May 26.

Ling 153
Elementary American Sign Language III
●
This course provides an intensive review of introductory ASL, further study of grammar and language skills, and readings related to deaf culture.
Prerequisite: Ling 152, or permission of the instructor.
Distribution Area: Foreign Languages.

Harbor Campus:
TuTh 7:30-10:00pm, 3 Credits,
Sched No 323653
Note: This course meets February 9- April 1.

Management

MGT 130
Introduction to Business
●
Familiarizes students with the nature of business and its relationship to other institutions in society. The course examines business ownership, organization, management, marketing, human resources management, production, and finance. In addition, the course explores issues in the relationships between capitalism and business, the law and business, and government and business. (CEC)

Braintree:
W 6:30-9:00pm, 3 Credits,
Sched No 324901

Copley:
Tu 6:00-8:30, 3 Credits,
Sched No 324956

Harbor Campus:
S 8:30-11:00am, 3 Credits,
Sched No 325002

Mathematics

Mathematics Diagnostic Test
●
Appropriate preparation is especially important for students taking mathematics and computer science courses, and the University wants to be certain that students in these courses have the math skills they need for success. Before registering for introductory courses in either mathematics (through first-semester calculus) or computer science, all UMass/Boston students must demonstrate their skills by taking a diagnostic test. The University uses this test to place students in the courses that will serve them best. The diagnostic test can be taken at off-campus locations during walk-in registration periods as designated in the schedule on page 3. It can also be taken at the Harbor Campus in McCormack Hall, 3rd floor, room 612, on the dates and during the time periods listed below. Students should allow at least one hour for the test; there is no fee.

Date/Day	Time
January 5 (Tu)	4:00- 7:00pm
January 6 (W)	1:00- 3:00pm
January 27 (W)	1:00- 4:00pm
January 28 (Th)	1:00- 4:00pm
January 29 (F)	1:00- 4:00pm
February 4 (Th)	4:00-7:00pm
February 5 (F)	10:00am-1:30pm

Students who want additional information should call 617 287-5522.

Academic Skills 034
Fundamentals of Algebra
●
This is a course for students who have mastered arithmetic but not beginning algebra. They are either students who never studied algebra in high school, or who studied it so long ago or so ineffectively that they must approach all introductory algebra topics as new rather than review material. The course's goals are to introduce students to algebraic notation and concepts so that they will be successful in Math 110, and in introductory physical and social science courses; and to help them develop successful study and test-taking techniques. The course covers algebraic expressions—their simplification, combination, and evaluation; linear equations—how to solve them, graph them, and use them to solve word problems; scientific notation, and proportions. To pass the course, students must take the diagnostic exam during pre-registration and place into Math 110, miss no more than three classes, and satisfactorily complete the assigned work.
Prerequisite: Math diagnostic test only.

Note: The fee for this two-credit course is $285.

Copley:
MW 6:00-7:15pm, 2 Credits,
Sched No 316407

Math 110
Basic Algebra
●
For students with a weak math background who want to develop skills for further math or science courses. Covers basic high school math. Topics include multiplying and factoring polynomials, linear equations and straight lines, fractional exponents and radicals, ratios of polynomials, quadratics, and word problems. Generally limited to students with less than 3 years of high school math preparation. (CEC)

Note: No student will receive graduation credits for Math 110 if it is taken after successful completion of Math 124 or 130 or a higher math course.
Prerequisite: Math diagnostic test only.
Distribution Area: Mathematics and Computer Languages.

Braintree:
TuTh 6:30-7:45pm, 3 Credits,
Sched No 323855

Copley:
MW 6:00-7:15pm, 3 Credits,
Sched No 323906

Harbor Campus:
S 11:30am-2:15pm, 3 Credits,
Sched No 323951

Math 125
Introductory Statistics
●
For non-science and non-mathematics majors only. Topics include introductory statistics, covering descriptive statistics; introductory probability sufficient to enable development of inferential statistics; and inferential statistics. This course is not open to mathematics majors.

Note: No student receives graduation credits for Math 125 if it is taken after successful completion of Math 345 or 645.
Prerequisite: Math diagnostic test or Math 110.
Distribution Area: Mathematics and Computer Languages.

Braintree:
Th 6:20-9:10pm, 3 Credits,
Sched No 324158

Copley:
M 6:00-8:50pm, 3 Credits,
Sched No 324209

Harbor Campus:
S 8:30-11:15am, 3 Credits,
Sched No 324254

Math 129
Pre-Calculus for Management and Social Science Students
●
This course teaches the algebraic and conceptual skills students need to master before they are ready for Math 134 or Math 135. It first reviews the basic algebraic skills. The major part of the course then involves the application of linear, quadratic and exponential models to problems in management and economics. Note: Students intending to take Calculus I and II (Math 140 and 141) should take Math 130 instead of Math 129. Students who have successfully completed Math 129 may not subsequently take Math 124 for credit. Students may take Math 130 after Math 129 only with the explicit permission of the Mathematics and Computer Science Department, and then only for two credits.
Prerequisite: Math diagnostic test only.

Harbor Campus:
S 8:30-11:15am, 3 Credits,
Sched No 324456

Continuing Education Credit Courses (continued)

Math 130 Pre-Calculus

●

Preparation for first year calculus. Covers symmetry, graphs, functions, lines, parabolas and max-min problems, exponential and logarithm functions, exponential growth, semilog graphing, and the trigonometric functions and their inverses.

Note: Qualified students should enter Math 140 without taking this course. No student receives graduation credits for Math 130 if it is taken after successful completion of Math 140 or a higher math course. Students who have successfully completed Math 130 may not subsequently take Math 124 for credit. Students may take Math 130 after 124 only with explicit permission of the Mathematics and Computer Science Department, and then only for two credits.
Prerequisite: Math diagnostic test only. Successful completion of Math 110 is not enough.
Distribution Area: Mathematics and Computer Languages.

Copley:
Th 6:00-8:50pm, 3 Credits,
Sched No 324658

Harbor Campus:
S 11:30am-2:15pm, 3 Credits,
Sched No 324709

Related Special Program

Microcomputer Workshops

●

Please see page 16 for descriptions of special non-credit workshops for new users of microcomputers.

Occupational Education

OccEd 201
Fundamentals of Occupational Education

●

This course is designed to provide provisionally approved vocational education teachers with a knowledge of the historical and philosophical foundations of vocational education, information about federal and state laws pertaining to vocational education, and the skills necessary to conduct occupational analysis, carry on a VICA program, and obtain assistance from local support groups and advisory committees. This course is required by the Massachusetts Department of Education for full approval of vocational education teachers.

Hanover:
M 5:00-7:30pm, 3 Credits,
Sched No 327002

Wakefield:
M 5:00-7:30pm, 3 Credits,
Sched No 327057

OccEd 202
Management of the Vocational Education Environment

●

This course is designed to train provisionally approved vocational educators in the theory and practice of effective classroom/laboratory management in a vocational setting. Instructional organization, shop organization, safety, first aid, and student management receive special emphasis. This course is required by the Massachusetts Department of Education for full approval of vocational education teachers.

Hanover:
M 7:30-10:00pm, 3 Credits,
Sched No 327259

Wakefield:
M 7:30-10:00pm, 3 Credits,
Sched No 327300

OccEd 206
Supervised Internship

●

The supervised internship allows students to demonstrate theoretical and methodological knowledge in classroom and laboratory settings. The student demonstrates his or her teaching skills under the guidance of a master teacher and is monitored by his or her college instructor. The course is open only to students who have satisfactorily completed OccEd 201—205. This course is required by the Massachusetts Department of Education for full approval of vocational education teachers.

Note: The fee for this three-credit course is $315.00.

Hanover:
W 5:00-7:30pm, 3 Credits,
Sched No 328007

Wakefield:
W 5:00-7:30pm, 3 Credits,
Sched No 328052

OccEd 207
Competency-Based Vocational Educational Curriculum Development

●

This course is designed to help students develop competency-based curriculum materials for effective teaching of vocational programs. Students will conduct occupational research, develop program task listings, perform performance assessments, and devise performance tests. This course is required by the Massachusetts Department of Education for full approval of vocational education teachers.

Hanover:
W 7:30-10:00pm, 3 Credits,
Sched No 328254

Wakefield:
W 7:30-10:00pm, 3 Credits,
Sched No 328305

OccEd 208
Implementing a Competency-Based Vocational Education Curriculum

●

This course will present methods by which a teacher can manage instruction within a system which requires that vocational curricula meet certain criteria for competency-based programs. Instructional topics include modifying existing curricula, adapting the physical environment, evaluation and assessment of student progress, maintaining competency profiles, and integrating academic and vocational components. This course is required by the Massachusetts Department of Education for full approval of vocational education teachers.
Prerequisite: OccEd 207

Hanover:
Th 5:00-7:30pm, 3 Credits,
Sched No 328507

Wakefield:
W 7:30-10:00pm, 3 Credits,
Sched No 328552

OccEd 210
Teaching Methods: Educating the Vocational Technical Learner

●

A knowledge of types of students is essential to the effective use of teaching strategies. This course will help vocational educators work with diverse student populations, including special needs, non-traditional, and adult learners. Individual student needs, interests, aptitudes, attitudes, and abilities for meeting integrated academic/vocational competency requirements will be examined. This course is required by the Massachusetts Department of Education for full approval of vocational education teachers.

Hanover:
Tu 5:00-7:30pm, 3 Credits,
Sched No 328754

Wakefield:
Tu 5:00-7:30pm, 3 Credits,
Sched No 328805

Philosophy

Phil 100
Introduction to Philosophy

●

An introductory examination of the problems and scope of philosophy.
Distribution Area: Philosophical and Humanistic Studies.

Braintree:
W 6:30-9:00pm, 3 Credits,
Sched No 330001

Phil C108
Moral and Social Problems

●

Important moral and social issues of current concern are examined and debated. The course covers several issues each semester from a list including criminal punishment, war, abortion, racism, violence, the death penalty, private property, and sexism.
Distribution Area: Philosophical and Humanistic Studies.

Harbor Campus:
S 11:30am-2:00pm, 3 Credits,
Sched No 329800

Phil 222
Moral Issues in Medicine

●

Concepts of health, illness and healing, under different paradigms of medicine. Is medicine an art or a science? What is the impact of medical technology on human life and death? What is considered "natural"? Attention is given to issues in human reproduction (e.g. in vitro fertilization, conception, abortion). Questions of authority, accountability in doctor-patient relationships, patient advocacy, self help, right to health care or to refuse treatment. Social and political questions of health care organization.
Distribution Area: Philosophical and Humanistic Studies.

Copley:
Th 6:00-8:30pm, 3 Credits,
Sched No 330203

Political Science

PolSci 122
Government and Politics of the United States

●

The three main branches of the national government; federalism; political parties; interest groups; governmental functions.
Distribution Area: Social and Behavioral Sciences.

Harbor Campus:
S 8:30-11:00am, 3 Credits,
Sched No 330405

PolSci 220
International Relations

●

Through the examination of past and current international events, this course identifies basic principles and concepts which explain the behavior of nations; and it provides an introduction to the general area of social and behavioral sciences.
Prerequisite: Sophomore standing.
Distribution Area: Social and Behavioral Sciences.

Copley:
W 6:00-8:30pm, 3 Credits,
Sched No 330607

Psychology

Psych 101
Introductory Psychology

●

A general survey of selected content areas in psychology, including personality and human development, physiological psychology, learning, intelligence, heredity and environment, and motivation and emotion.
Distribution Area: Social and Behavioral Sciences.

Braintree:
Th 6:30-9:00pm, 3 Credits,
Sched No 330809

Harbor Campus:
S 8:30-11:00am, 3 Credits,
Sched No 330905

Copley:
M 6:00-8:30pm, 3 Credits,
Sched No 330854

Psych 200
Personality

●

Conceptions of human nature are examined in light of various theories of personality. This course focuses on the theories of Freud, Adler, Sullivan, Erikson, Kelly, ego psychologists, and other theorists presenting the behavioristic and humanistic perspectives. Among the topics to be addressed are personality structure and its development; stress and coping; neurotic styles; and human motives and their measurement.
Prerequisite: Psych 101.
Distribution Area: Social and Behavioral Sciences.

Braintree:
M 6:30-9:00pm, 3 Credits,
Sched No 331102

Psych 215
Abnormal Psychology

●

Conceptions of human nature are examined in light of various theories of personality. This course focuses on the theories of Freud, Adler, Sullivan, Erikson, Kelly, ego psychologists, and other theorists presenting the behavioristic and humanistic perspectives. Among the topics to be addressed are personality structure and its development; stress and coping; neurotic styles; and human motives and their measurement.
Prerequisite: Psych 101.
Distribution Area: Social and Behavioral Sciences.

Harbor Campus:
S 8:30-11:00am, 3 Credits,
Sched No 331304

Register early!

Continuing Education classes often fill early. Early registration helps assure that the course you want will be available when you need it. Mail, telephone, or fax your course selections now!

Psych 230
Social Psychology
●
A scientific attempt to understand and explain how the thought, feeling, and behavior of individuals are influenced by the actual, imagined, or implied presence of others; focuses on the drama of social interaction.
Prerequisite: Psych 101.
Distribution Area: Social and Behavioral Sciences.

Copley:
Tu 6:00-8:30pm, 3 Credits,
Sched No 331506

Psych 241
Infancy and Childhood Development
●
This course explores human development from infancy to middle childhood, i.e., from childbirth to ages seven or eight. Major emphasis is placed on early perceptual, cognitive, social, and affective development, bearing the following questions in mind: How does the world of space and objects appear to the infant? How does he or she acquire knowledge and discover reality? How does the child experience the world of people and develop a sense of self? How does the child develop attachments to others and what role is played by the significant people in his or her life?
Prerequisite: Psych 101.
Distribution Area: Social and Behavioral Sciences.

Harbor Campus:
S 8:30-11:00am,3 Credits,
Sched No 331708

Psych 242
Adolescence
●
This course is designed to acquaint students with psychological characteristics of adolescent development, theoretical approaches to adolescence, and experimental studies of the causes of a variety of behaviors during adolescence. The course also focuses on major problems and characteristics of adolescents in modern society.
Prerequisite: Psych 101.
Distribution Area: Social and Behavioral Sciences.

Braintree:
Th 6:30-9:00pm, 3 Credits,
Sched No 331900

Psych 250
Learning and Memory
●
An introduction to current views of behavioral change, learning, and remembering. The course focuses on concepts, theoretical issues, and applications of current research.
Prerequisite: Psych 101.
Distribution Area: Social and Behavioral Sciences.

Harbor Campus:
S 11:30am-2:00pm, 3 Credits,
Sched No 332107

Study of Religion

RelStd C104
Socrates, Jesus, and Buddha
●
A study of three great paradigmatic figures and the different ways of life and views of reality which they represented. Attention to the sociocultural contexts in which they emerged; critical evaluation of Socrates and Jesus as sources of Western values; and exploration of why the Buddha has recently become an attractive alternative.
Distribution Area: Philosophical and Humanistic Studies.

Harbor Campus:
S 8:30-11:00am, 3 Credits,
Sched No 332309

Sociology

Sociol 101
Introduction to Sociology
●
The structure of society, cultural patterns, and group life. The individual and socialization, groups, institutions, social systems, social change.
Distribution Area: Social and Behavioral Sciences.

Braintree:
Tu 6:30-9:00pm, 3 Credits,
Sched No 332501

Harbor Campus:
S 11:30am-2:00pm, 3 Credits,
Sched No 332556

Sociol 316
Family Violence in America
●
This course seeks to help participants develop a critical understanding of force and violence within the family structure. Emphasis is on violence between spouses, and between children and parents; and on the prevalence, the character, and the causes of such violence. Topics also include society's reaction to family violence, and its policies of control and treatment; and the sexual abuse and exploitation of children.
Prerequisite: Sociol 101 or permission of instructor.

Harbor Campus:
S 8:30-11:00am, 3 Credits,
Sched No 332758

Sociol 350
Elements of Social Statistics
●
Fundamentals of social statistics; special emphasis on probability, tests of significance, and measures of association.
Prerequisite: Sociol 101

Copley:
M 6:00-8:30pm, 3 Credits,
Sched No 332950

Sociol 369
Alcoholism: Treatment and Prevention
●
An intensive examination of theories and research on the etiology of alcohol addiction, with special emphasis on their implications for treatment, prevention, and education programs; sociologic factors influencing diagnosis and treatment outcomes; legal coercion treatment programs; behavioral, family therapy, and community reinforcement approaches; audiovisual media in alcohol education. Special attention to Alcoholics Anonymous and its related groups. Involves field trips to community agencies.

Harbor Campus:
S 11:30am-2:00pm, 3 Credits,
Sched No 333157

Sociol 382
Social Psychology of Sex Roles
●
An analysis of male and female roles in society with consideration of biological and psychological factors. Attention to socialization processes which reflect society's functional definition of acceptable and deviant sex roles.
Prerequisite: Sociol 101.

Harbor Campus:
S 11:30am-2:00pm, 3 Credits,
Sched No 333359

Related Program

Alcoholism/Chemical Dependency Treatment Services
●
The Alcoholism/Chemical Dependency Treatment Services Program is a non-credit professional development sequence of courses designed for those working or interested in working in the field of alcoholism/chemical dependency treatment. Please see page 15 for further information.

Spanish

Span 105
Basic Spanish for Communication I
●
A practical approach to the study of the Spanish language: basic grammar in the context of the material presented, which focuses on the vocabulary used in such areas as business and finance, medical and hospital terminology, and oral communication in general. Intensive practice in the four language skills with an audio-lingual approach.

Note: Students must have access to an audio cassette player in order to complete weekly audio-lingual assignments from a prerecorded tape and workbook.
Distribution Area: Foreign Languages.

Copley:
W 6:00-8:30pm, 3 Credits,
Lab Fee: $10.00,
Sched No 333551

Harbor Campus:
S 11:30am-2:00pm, 3 Credits,
Lab Fee: $10.00,
Sched No 333602

Span 106
Basic Spanish for Communication II
●
A continuation of Span 105.

Note: Students must have access to an audio cassette player in order to complete weekly audio-lingual assignments from a prerecorded tape and workbook.
Prerequisite: Spanish 105.
Distribution Area: Foreign Languages.

Copley:
Tu 6:00-8:30pm, 3 Credits,
Lab Fee: $10.00,
Sched No 333804

Harbor Campus:
S 11:30am-2:00pm, 3 Credits,
Lab Fee: $10.00,
Sched No 333859

Women's Studies

WoSt 180a
Women, Work and Stress
●
An introductory-level mini-course examining the relationships between women's paid and unpaid work experience and their well-being. Drawing on material from medicine, psychology, sociology, literature, and history, the course critically explores the concepts of stress, stress management, sex roles, work, wellness, and wholeness. Students are encouraged to study and evaluate their own settings and experiences.

Braintree:
W 6:30-9:00am, 2 Credits,
Sched No 334258
Note: This course meets February 10-April 14.

WoSt 180c
Women and Eating Disorders
●
Medical, psychological, and feminist theories of women's struggles with their weight, eating, and eating disorders will be examined. The course will attempt to understand the causes and consequences of the epidemic of "eating disorders" as well as to understand the experiences of women who suffer from them.

Braintree:
W 6:30-9:00pm, 1 Credit,
Sched No 334296
Note: This course meets April 28-May 26.

WoSt 260
Women's Health Care
●
This course focuses on women's concerns in relation to health. Topics include health issues unique to women (such as birth control, pregnancy, childbearing); nutrition; occupational health; health and aging; women as health workers; and the history, activities, and influence of the women's health movement. There is no prerequisite, but WoSt C100 is recommended.
Distribution Area: Social and Behavioral Sciences.

Harbor Campus:
S 8:30-11:00am, 3 Credits,
Sched No 334498

Schedule of Off-Campus and Saturday Courses by Locations

Please note: If any on-site registration session is canceled due to weather conditions, it will be held on the same day and at the same time the following week.

Dept. Code, No. Title Lab Fee	Day(s), Time Credits Schedule Number
Braintree Braintree High School 128 Town Road	
On-site registration: Classes begin:	January 21 (Th) 6:00-8:00pm* Week of February 8
AF 201 **Personal Finance**	Tu 6:30-9:00pm 3 Credits 314003
AF 210 **Financial Accounting**	M 6:30-9:00pm 3 Credits 314250
AF 211 **Managerial Accounting**	M 6:30-9:00pm 3 Credits 314558
AmSt 210 **American Dreams/** **American Realities**	W 6:30-9:00pm 3 Credits 315008
Anth 103 **Introduction to** **Cultural Anthropology**	Tu 6:30-9:00pm 3 Credits 315806
Biol 108 **Introduction to Nutrition**	Th 6:30-9:00pm 3 Credits 316856
Biol 111 **General Biology I** **Lab fee: $20.00**	TuTh 6:00-9:00pm 4 Credits 317159
Chem 108 **Introduction to Chemistry II** **Lab fee: $65.00**	MW 6:00-9:00pm 4 Credits 317351
Engl 101 **Freshman English I**	MW 6:30-7:45pm 3 Credits 319806
Engl 102 **Freshman English II**	TuTh 6:30-7:45pm 3 Credits 320103
Engl 201 **Five Major British Writers**	M 6:30-9:00 3 Credits 320603
Engl C210 **Introduction to Creative** **Writing**	Tu 6:30-9:00 3 Credits 319553
Geog 102 **World Regional Geography**	Th 6:30-9:00pm 3 Credits 321057
Hist 266 **American History II**	M 6:30-9:00pm 3 Credits 322052
Ling 151 **Elementary American** **Sign Language I** (Feb. 8-March 31)	MW 6:00-9:00pm 3 Credits 323259
Math 110** **Basic Algebra**	TuTh 6:30-7:45pm 3 Credits 323855
Math 125** **Introductory Statistics**	Th 6:20-9:10pm 3 Credits 324158
MGT 130 **Introduction to Business**	W 6:30-9:00pm 3 Credits 324901
Phil 100 **Introduction to Philosophy**	W 6:30-9:00pm 3 Credits 330001
Psych 101 **Introductory Psychology**	Th 6:30-9:00pm 3 Credits 330809
Psych 200 **Personality**	M 6:30-9:00pm 3 Credits 331102
Psych 242 **Adolescence**	Th 6:30-9:00pm 3 Credits 331900
Sociol 101 **Introduction to Sociology**	Tu 6:30-9:00pm 3 Credits 332501
WoSt 180a **Women, Work, and Stress** (February 10-April 14)	W 6:30-9:00pm 2 Credits 334258
WoSt 180c **Women and Eating Disorders** **(April 28-May 26)**	W 6:30-9:00pm 1 Credit **334474**
Copley Square, Boston Muriel S. Snowden International School 150 Newbury Street	
On-site Registration: Classes begin:	January 20 (W) 6:00-8:00pm* Week of February 8
Academic Skills 034 **Fundamentals of Algebra** Note: Course fee is $285.00	MW 6:00-7:15pm 2 Credits 316407
AF 210 **Financial Accounting**	Tu 6:00-8:30pm 3 Credits 314301
Anth C100 **Culture and Human Behavior**	W 6:00-8:30pm 3 Credits 315402
Biol 101 **The Basis of Life**	Tu 6:00-8:30pm 3 Credits 316609
Biol 108 **Introduction to Nutrition**	M 6:00-8:30pm 3 Credits 316907
Econ 101 **Introduction to** **Microeconomics**	Th 6:00-8:30pm 3 Credits 317553
Engl 101 **Freshman English I**	TuTh 6:00-7:15pm 3 Credits 319851
Engl 102 **Freshman English II**	MW 6:00-7:15pm 3 Credits 320158
Engl Z106 **Freshman English II**	W 6:00-8:30pm 3 Credits 320401
Engl 206 **Six American Authors**	Th 6:00-8:30pm 3 Credits 320850
Geog 225 **World Regional Geography**	M 6:00-8:30pm 3 Credits 321259
Hist 111 **Foundations of Western** **Civilization**	Tu 6:00-8:30pm 3 Credits 321451
Math 110** **Basic Algebra**	MW 6:00-7:15pm 3 Credits 323906
Math 125** **Introductory Statistics**	M 6:00-8:50pm 3 Credits 324209
Math 130 **Pre-Calculus**	Th 6:00-8:50pm 3 Credits 324658
MGT 130 **Introduction to Business**	Tu 6:00-8:30pm 3 Credits 324956
Phil 222 **Moral Issues in Medicine**	Th 6:00-8:30pm 3 Credits 330203
PolSci 220 **International Relations**	W 6:00-8:30pm 3 Credits 330607
Psych 101 **Introductory Psychology**	M 6:00-8:30pm 3 Credits 330854
Psych 230 **Social Psychology**	Tu 6:00-8:30pm 3 Credits 331506
Sociol 350 **Social Statistics**	M 6:00-8:30pm 3 Credits 332950
Span 105 **Basic Spanish for** **Communication I** Lab fee: $10.00	W 6:00-8:30pm 3 Credits 333551
Span 106 **Basic Spanish for** **Communication II** Lab fee: $10.00	Tu 6:00-8:30pm 3 Credits 333804
Hanover South Shore Regional Vocational High School Webster Street	
No on-site registration: Classes begin:	Advance registration by mail, fax, or telephone only. Week of February 8
OccEd 201 **Fundamentals of Occupational** **Education**	M 5:00-7:30pm 3 Credits 327002
OccEd 202 **Management of the** **Vocational Education** **Environment**	M 7:30-10:00pm 3 Credits 327259
OccEd 206 **Supervised Internship** Note: Course fee is $315.00	W 5:00-7:30pm 3 Credits 328007
OccEd 207 **Competency-Based** **Vocational Education** **Curriculum Development**	Tu 7:30-10:00pm 3 Credits 328254
OccEd 208 **Implementing a Competency-** **Based Curriculum**	Th 5:00-7:30pm 3 Credits 328507
OccEd 210 **Teaching Methods: Educating** **the Vocational Technical** **Learner**	Tu 5:00-7:30pm 3 Credits 328754
Wakefield Northeast Metropolitan Regional Vocational High School Hemlock Road	
No on-site registration: Classes begin:	Advance registration by mail or telephone only. Week of February 8
OccEd 201 **Fundamentals of** **Occupational Education**	M 5:00-7:30pm 3 Credits 327057
OccEd 202 **Management of the** **Vocational Education** **Environment**	M 7:30-10:00pm 3 Credits 327300
OccEd 206 **Supervised Internship** Note: Course fee is $315.00	W 5:00-7:30pm 3 Credits 328052
OccEd 207 **Competency-Based** **Vocational Education** **Curriculum Development**	Tu 7:30-10:00pm 3 Credits 328305
OccEd 208 **Implementing A Competency-** **Based Curriculum**	W 7:30-10:00pm 3 Credits 328552
OccEd 210 **Teaching Methods: Educating** **the Vocational Technical** **Learner**	Tu 5:00-7:30pm 3 Credits 328805
UMass/Boston Harbor Campus 100 Morrissey Blvd. Boston, MA	

On-site registration: M-Th 8:30am-6:00pm; F 9:00am-4:00pm; Division of Continuing Education Office, Wheatley Hall, 2nd Floor, Room 203. Please note deadlines in academic calendar on page 2.

Classes begin: February 13

Please note: Room location codes for the Harbor Campus, which follow the course titles in the list below, refer to buildings, floors, and room numbers, in that order. "M" designates McCormack Hall; "W" is Wheatley Hall. Examples: M-2-618 refers to McCormack Hall, 2nd floor, room 618. M-3-618 refers to McCormack Hall, 3rd floor, room 618. Please note that a room number may be found on more than one floor in the same building. The room number (in this case, 618) does not indicate what floor the room is on.

AF 201 **Personal Finance** W-1-054	S 11:30am-2:00pm 3 Credits 314058
AF 210 **Financial Accounting** W-2-158	S 8:30-11:00am 3 Credits 314356
AF 211 **Managerial Accounting** W-2-158	S 11:30am-2:00pm 3 Credits 314609

AmSt 380 **The Kennedys of Boston** W-2-124	S 11:30am-2:00pm 3 Credits 315200
AmSt C206 **The Sixties** W-1-052	S 8:30-11:00am 3 Credits 314801
Anth 102 **Introduction to Archaeology and Biological Anthropology** W-2-124	S 8:30-11:00am 3 Credits 315604
Art C100 **Language of Art** M-3-430	S 8:30-11:00am 3 Credits 316003
Art 201 **Ancient and Medieval Art** M-3-430	S 11:30am-2:00pm 3 Credits 316205
BES 642 **Curriculum Development in Bilingual Education** (a graduate-level course) W-1-047	S 8:30-11:00am 3 Graduate Credits 316469
Biol 101 **The Basis of Life** W-2-125	S 11:30am-2:00pm 3 Credits 316654
Biol 108 **Introduction to Nutrition** W-2-125	S 8:30-11:00am 3 Credits 316952
Econ 101 **Introduction to Microeconomics** W-2-126	S 11:30am-2:00pm 3 Credits 317604
Engl 101 **Freshman English I** W-1-062	S 11:30am-2:00pm 3 Credits 319902
Engl 102 **Freshman English II** W-1-062	S 8:30-11:00am 3 Credits 320209
Engl 201 **Five Major British Writers** W-1-045	S 11:30am-2:00pm 3 Credits 320658
Engl C210 **Introduction to Creative Writing** W-1-060	S 8:30-11:00am 3 Credits 319604
Hist 112 **Modern Western Civilization** W-2-126	S 8:30-11:00am 3 Credits 321653
Hist 265 **American History I** W-2-127	S 11:30am-2:00pm 3 Credits 321855
HP 221 **First Aid/CPR** Note: Course fee is: $200.00 W-1-052	S 11:30am-2:00pm 2 Credits 322278
Ling 152 **Elementary American Sign Language II** (April 5-May 26) W-1-055	MW 7:30-10:00pm 3 Credits 323451
Ling 153 **Elementary American Sign Language III** (Feb 9-April 1) W-1-042	TuTh 7:30-10:00pm 3 Credits, 323653
Math 110** **Basic Algebra** W-1-047	S 11:30am-2:15pm 3 Credits 323951
Math 125** **Introductory Statistics** W-1-045	S 8:30-11:15am 3 Credits 324254
Math 129** **Pre-Calculus for Management and Social Science Students** W-1-046	S 8:30-11:15am 3 Credits 324456
Math 130** **Pre-Calculus** W-1-046	S 11:30am-2:15pm 3 Credits 324709
MGT 130 **Introduction to Business** W-1-054	S 8:30-11:00am 3 Credits 325002
Phil C108 **Moral and Social Problems** W-1-055	S 11:30am-2:00pm 3 Credits 329800
PolSci 122 **Government and Politics of the United States** W-1-055	S 8:30-11:00am 3 Credits 330405
Psych 101 **Introductory Psychology** W-1-057	S 8:30-11:00am 3 Credits 330905
Psych 215 **Abnormal Psychology** W-2-127	S 8:30-11:00am 3 Credits 331304
Psych 241 **Infancy and Childhood Development** W-1-061	S 8:30-11:00am 3 Credits 331708
Psych 250 **Learning and Memory** W-1-057	S 11:30am-2:00pm 3 Credits 332107
RelStd C104 **Socrates, Jesus and Buddha** W-1-056	S 8:30-11:30am 3 Credits 332309
Sociol 101 **Introduction to Sociology** W-1-061	S 11:30am-2:00pm 3 Credits 332556
Sociol 316 **Family Violence in America** W-1-058	S 8:30-11:00am 3 Credits 332758
Sociol 369 **Alcoholism: Treatment and Prevention** W-1-058	S 11:30am-2:00pm 3 Credits 333157
Sociol 382 **Sociol Psychology of Sex Roles** W-1-056	S 11:30am-2:00pm 3 Credits 333359
Span 105 **Basic Spanish for Communication I** Lab fee: $10.00 W-1-053	S 11:30am-2:00pm 3 Credits 333602
Span 106 **Basic Spanish for Communication II** Lab fee: $10.00 W-1-060	S 11:30am-2:00pm 3 Credits 333859
WoSt 260 **Women's Health Care** W-1-053	S 8:30-11:00am 3 Credits 334498

* For your convenience, you may register at this site for courses offered here or at any other location.

** **Mathematics Diagnostic Test**

Appropriate preparation is especially important for students taking mathematics and computer science courses, and the University wants to be certain that students in these courses have the math skills they need for success. Before registering for introductory courses in either mathematics (through first-semester calculus) or computer science, all UMass/Boston students must demonstrate their skills by taking a diagnostic test. The University uses this test to place students in the courses that will serve them best.

The diagnostic test may be taken at off-campus locations during walk-in registration periods as designated in the schedule on page 3. It can also be taken at the Harbor Campus in McCormack Hall, 3rd floor, room 617, on the dates and during the time periods listed below. Students should allow at least one hour for the test; there is no fee.

Date/Day	Time
January 5 (Tu)	4:00-7:00pm
January 6 (W)	1:00-3:00pm
January 27 (W)	1:00-4:00pm
January 28 (Th)	1:00-4:00pm
January 29 (F)	1:00-4:00pm
February 4 (Th)	4:00-7:00pm
February 5 (F)	10:00am-1:30pm

Students who want additional information should call 617 287-5522.

Save time!

Register now by mail, telephone, or fax. See page 3 for details.

Further Information about Credit Courses

Academic Standing: Non-Matriculated Students

All non-matriculated students are subject to the following minimum retention standards:

Total UMass/Boston credits	Minimum cumulative average
1-11	1.75
12 and above	2.00

A non-matriculated student who does not meet these retention standards shall be dismissed from the University. All appeals for reinstatement should be directed to the Faculty Council Committee on Standards and Credit. The materials required for such an appeal are:

1. a typed letter of appeal stating
   a) the reasons leading to the academic standing;
   b) the student's academic goals; and
2. transcripts from other schools attended.

A letter of recommendation from a UMass/Boston faculty member, accompanying these materials, is optional.

Materials should be submitted to: Faculty Council Committee on Standards and Credit, Office of Registration and Records, University of Massachusetts at Boston, 100 Morrissey Blvd., Boston, MA 02125-3393.

The deadlines for submitting reinstatement appeals are June 1 for summer or fall registration and November 1 for spring registration.

Further Information: Continuing Credit Education Courses

Academic Standing: Matriculated Students

A matriculated student who has been dismissed or suspended, or who is on academic probation, may not register for Continuing Education courses, and may not enroll as a non-matriculated student. For more complete information regarding retention, please refer to the "Academic Regulations" section of the UMass/Boston undergraduate catalog.

Adding and Dropping Courses

Any student may add or drop courses before the Add/Drop deadline (see Academic Calendar). The student must obtain an Add/Drop form from the Continuing Education Office at the Harbor Campus (Wheatley Hall, 2nd floor, room 203), have the form signed by the instructor(s) of the course(s) involved, and return the form to the Continuing Education Office.

Withdrawing from Courses

Any student withdrawing from a course after the Add/Drop deadline but before the course withdrawal deadline (see Academic Calendar) will receive a grade of "W" for that course. Withdrawal forms are available at the Continuing Education Office (Wheatley Hall, 2nd floor, room 203). Failure to submit a withdrawal form before 4:00pm on the last day of the withdrawal period (Friday, April 2nd) will result in a grade of "F."

Refunds

A student who withdraws from a course will be granted a refund according to the schedule below. Non-attendance does not constitute withdrawal. Students withdrawing from either credit or non-credit courses must file a valid withdrawal form with the Continuing Education Office.

For courses scheduled for ten or more class meetings:

Withdrawal before the first class meeting	100% Refund
Withdrawal before the second class meeting	90% Refund
Withdrawal before the third class meeting	50% Refund
Withdrawal after the third class meeting	No Refund

For courses scheduled for 6-9 class meetings:

Withdrawal before the first class meeting	100% Refund
Withdrawal before the second class meeting	80% Refund
Withdrawal after the second class meeting	No Refund

For courses scheduled for 1-5 class meetings:

Withdrawal before the first class meeting	100% Refund
Withdrawal after the first class meeting	No Refund

Whenever a refund is due, either because the student wishing the refund has withdrawn from a course or because the University has canceled the course, the student must initiate the refund procedure by notifying the Continuing Education Office. Refunds will not be processed until after the Add/Drop period. The amounts of all refunds are computed on the basis of withdrawal dates established by the Office of Registration and Records. If a student has made a payment with Master Card, VISA, or Discover, the refund must be returned as a credit to the student's Master Card, VISA, or Discover account. Unless a course has been canceled by the University, the $20 registration fee is not refundable. Please allow six to eight weeks for the processing of any refund.

Further Information (continued)

Cancellations of Under-Enrolled Courses

Division of Continuing Education courses are supported by student course fees. No state funding is available to help the Division pay faculty salaries and meet overhead expenses. The Division must therefore cancel under-enrolled courses. Before classes begin each term—generally during the week after the regular registration deadline—the Division projects enrollments according to the numbers of students already registered and decides whether to cancel courses that may be under-enrolled.

The Division makes every effort to offer courses in which there is a clear interest and, whenever courses are approaching minimum enrollment, postpones cancellation decisions until the first meeting of those courses. However, students are encouraged to register early.

There is no risk of cancellation when courses are fully enrolled by the end of the regular registration period. Any student who has registered for a course that is canceled may register for another course or request a refund. The course fee will be refunded in full to any student who has paid for a canceled course and does not wish to register for another course in its place. If all courses for which the student has registered are canceled, service fees will also be refunded.

Emergency Cancellations of Classes

When classes and activities held at the Harbor Campus are canceled because of snow or other emergencies, the University will announce cancellations beginning at 6:00am on radio stations WBZ-AM (1030), WHDH-AM (850), WEEI-AM (590), WEZE-AM (1260), and WBCN-FM (104.1). WCVB-TV (Channel 5) will also carry cancellation announcements 6:00-7:00am, Monday through Friday.

Decisions about cancellations at off-campus sites are made by the local facility, not by the University. Students taking off-campus classes should listen for radio announcements concerning closing of the off-campus locations.

Books for Use in Courses

Books for all credit courses offered on- or off-campus may be purchased at the UMass/Boston bookstore, which is located on the UL level of the Quinn Administration Building at the Harbor Campus. The bookstore is normally open Monday-Thursday, 8:30am-6:00pm; Friday, 8:30am-5:00pm. On three Saturdays, February 6, 13, and 20, the bookstore will be open from 10:00am to 2:00pm. From February 8 through 11, the hours will be 8:30am to 6:30pm. For further information, call 617 287-5090.

Transcripts

All students who wish transcripts sent to other schools must complete transcript request forms in the Office of Registration and Records (1st floor, Quinn Administration Building, Harbor Campus).

ID Cards

All on-campus students are required to carry ID cards. Continuing Education students not paying all University student service fees may obtain special ID cards for the use of on-campus libraries. These cards do not entitle the bearer to the use of athletic facilities or health services, or to student participation in activities that require the payment of additional fees. Cards may be obtained at the Harbor Campus through the Department of Student Life (Wheatley Hall, 4th floor, room 178) Monday through Thursday 9:30am-12:00 noon; 1:00-6:00pm (the offices is closed on Fridays). The charge is $5.00. The ID card fee will be included in the tuition bill of students registered for courses offered through state-funded programs (including all Extended Day courses). These students are not required to pay separately for ID cards.

6 Ways to Learn More About UMass/Boston

1 **Explore our Curriculum.**
You can take any UMass/Boston course before enrolling in any degree program, as long as you meet the prerequisites and space is available. Hundreds of undergraduate and graduate courses are scheduled on weekdays and weekday evenings at the Harbor Campus. Spring '93 classes start February 1; the registration period is January 28-February 5. For details, call 617 287-6000.

(Please note: the courses listed in this bulletin are offered off-campus and Saturdays through our Division of Continuing Education. For a Continuing Education academic calendar and registration information about these courses, see pages 2-4.

2 **Come to an information session.**
We conduct special information sessions for those interested in our undergraduate programs. Sessions will take place at the Harbor Campus during December, February, March, April, May, and June on Mondays at 5:30pm, Wednesdays at 9:30am, and Thursdays at 3:00pm. (Come to the Undergraduate Admissions Office, first floor, Quinn Administration Building.)

3 **Take a guided tour.**
Tours of the Harbor Campus leave from the Undergraduate Admissions Office Wednesdays at 10:30am and Thursdays at 4:00pm.

6 **Attend a CPCS admissions seminar.**
Seminars particularly for people who are interested in our College of Public and Community Service take place Tuesdays at 9:00am and 6:00pm in the Undergraduate Admissions Office.

5 **Call 617 287-6000.**
We'll send information and application materials, and we'll do our best to answer any questions you may have about attending UMass/Boston. (TTY/TDD number for the hearing-impaired: 617 287-6010.)

6 **Send us this coupon.**
We'll be glad to respond. Return the coupon to:

The Office of Student Information Services
University of Massachusetts at Boston
Harbor Campus
100 Morrissey Blvd.
Boston, MA 02125-3393

Name _____

Number and street _____

City, state, zip _____

Month and day of birth (for coding only) _____

Program of particular interest _____

Please note!
Before coming to an information session or CPCS seminar, please call 617 287-6000 to confirm the schedule. To reach the Harbor Campus by car, take the Southeast Expressway to exit 14 (northbound) or exit 15 (southbound) and follow the signs. On the MBTA, take a Red Line train to JFK/UMass station and ride our free shuttlebus the rest of the way.

Academic Programs at UMass/Boston

Undergraduate and graduate programs at UMass/Boston are supported by the University's five academic units: the College of Arts and Sciences, the College of Management, the College of Nursing, the College of Public and Community Service, and the Graduate College of Education.

College of Arts and Sciences

Major Degree Programs
Anthropology*
Anthropology and History
Art
Biology*
Biology and Medical Technology
Black Studies*
Chemistry*
Classical Studies*
Computer Science
Economics*
Engineering Physics
English*
Ethics and Social and Political Philosophy
French*
Geography*
German*
Greek
Greek and Latin
History*
Italian*
Latin
Mathematics (Pure or Applied)
Music*
Philosophy*
Philosophy and Public Policy
Physics*
Political Science*
Psychology*
Psychology and Sociology
Russian*
Sociology*
Spanish*
Theatre Arts*
Women's Studies*

*Students in the College may minor in these disciplines, and also in management.

Programs of Study
Alcohol and Substance Abuse Studies*
American Studies
Biobehavioral Studies
Biology of Human Populations*
Communication*
Computer Science*
Creative Writing*
East Asian Studies
Engineering
Geographical Techniques*
Health Care Studies*
International Relations*
Irish Studies
Latin American Studies
Linguistics
New England Historical Archaeology*
New England Prehistoric Archaeology*
Professional Writing*
Public Policy*
Science, Technology, and Values
Study of Religion
Technical Writing*
Translation (Spanish, summer only)*
Women's Studies**

*Open to non-matriculated students.
**Open only to non-matriculated students.

Special Course Groupings
Armenian Studies
Chinese Language and Literature
Honors
Humanities
Interdisciplinary Studies
Japanese Language and Literature
Portuguese Studies

Pre-law and Pre-medical programs
Special advising programs guide students in course selection and assist them in preparing admissions applications to law and medical school.

College of Management

Concentrations
Accounting
Decision Sciences
Entrepreneurship and Small Business Management
Finance
General Management
International Management
Human Resources Management
Management Information Systems
Marketing
Operations Management
Operations Management/Management Information Systems
Public Financial Management

Certificate Programs
Accounting*
Management Information Systems*

*Open to non-matriculated students.

College of Nursing

Major Programs
Nursing
Nursing for RNs
Human Performance and Fitness*

*Majors may concentrate in exercise physiology, athletic training, or teacher preparation (K-9 and 5-12). The College also offers minors in coaching, human performance and fitness, and teaching human performance and fitness in the elementary classroom.

College of Public and Community Service

Career Concentrations
Adult Training and Development
Community Planning
Community Planning and Management
Community Service Management
Criminal Justice and Public Safety
Gerontology*
Human Services
Human Services Advocacy
Labor Studies*
Legal Education*
Management of Human Services
Management of Legal Institutions

*Open to non-matriculated students.

Teacher Preparation

Students interested in teaching careers may enroll in the College of Arts and Sciences, the Human Performance and Fitness Division of the College of Nursing, or the College of Public and Community Service. These students choose a major from those listed above; the University's Teacher Preparation Program will provide additional course work in education, through which they can prepare for certification at the early childhood, elementary, and secondary levels.

Graduate Studies

Programs and Tracks of Study
American Civilization (MA)
Bilingual Education (MA)
Biology (MS)
Biotechnology and Biomedical Science (MS)
Business Administration (MBA)
Chemistry (MS)
Clinical Psychology (PhD)
Computer Science (MS)
Counselor Training (MEd, CAGS)
Critical and Creative Thinking (Certificate, MA)
Dispute Resolution (Certificate)
Education (Elementary and Secondary) (MEd)
Education/Higher Education (EdD)
Education/Urban School Leadership (EdD)
Education/Teacher Certification (MEd)
Educational Administration (MEd, CAGS)
English (MA)
English/Composition (MA)
English as a Second Language (MA)
Environmental Sciences (MS, PhD)
Environmental Sciences/Environmental Biology (PhD)
Gerontology (PhD)
History (MA)
History/Archival Methods (MA)
History/Historical Archaeology (MA)
Human Services (MS)
Instructional Design (MEd)
Nursing (MS)
Physics—Applied (MS)
Public Affairs (MS)
Public Policy (PhD)
School Psychology (MEd, CAGS)
Sociology—Applied (MA)
Special Education (MEd)

Special Programs and Professional Training

The special programs offered by the Division of Continuing Education serve various business and professional groups, individuals seeking instruction in specialized fields or special skill development, and those who wish simply to explore new areas of interest.

Through an arrangement with the University of Rhode Island, the Division offers University of Rhode Island credit courses at the graduate level leading to the master's degree in library and information studies. The Division also co-sponsors credit courses in marine studies with the Massachusetts Bay Marine Studies Consortium, and (with UMass/Boston's American Civilization Program and McCormack Institute of Public Affairs) the Graduate Program in Women in Politics and Government.

The Division also conducts a range of non-credit professional training programs. These courses are taught by specialists selected by the University for their acknowledged expertise in particular areas. Special non-credit and professional training programs maintain the same high standards as all other University programs. Many professional training offerings carry Continuing Education Units (CEUs). The CEU is a nationally recognized standard unit measuring participation in non-credit programs. Although CEUs are not equivalent to academic credit, transcripts of CEUs are permanently maintained by the University and may be used to document continuing education for employers, academic institutions, and other appropriate agencies.

Many programs are the result of the Division's cooperation with groups and institutions in the larger community. The Division can also assist professional groups in organizing and conducting conferences, workshops, and seminars, and welcomes proposals or suggestions for additional activities it might sponsor. For additional information about how Continuing Education might help your group, please contact Jack Hughes at 617 287-7290.

How to Register

For your convenience, registration for the Division of Continuing Education's non-credit programs, and for courses in library and information studies, is conducted primarily by mail, telephone, or FAX. To avoid paying a $25.00 late registration fee, you must register at least one week prior to the course starting date.

To register by mail, use the form on page 14. Full payment must accompany the registration form (see "Payment of Course and Service Fees," page 4).

To register by telephone or FAX, you must charge fees to a MasterCard, VISA or Discover account.

To register by telephone:

(1) Fill out the registration form and be ready to refer to it during your call.

(2) Call 617 287-7916 (Monday-Thursday: 8:30am-6:00pm, Friday: 9:00am-4:00pm).

To register by FAX, fill out the registration form and FAX it to 617 287-7922. This line is open twenty-four hours a day, seven days a week.

Students who would rather register in person may do so at the Division of Continuing Education's office at the Harbor Campus (Wheatley Hall, 2nd Floor, Room 203) during the following times: M-Th, 8:30am-6:00pm; F, 9:00am-4:00pm. Please note that cash payments can be accepted only at the Bursar's Office at the Harbor Campus (Robert H Quinn Administration Building, 2nd Floor; M-F, 9:00am-3:30pm). The Bursar's Office will give you a receipt, which you must submit with your registration form.

No matter how you register, you will receive written confirmation of your registration about a week before your course or program begins.

A student who withdraws from a non-credit course will be granted a refund according to the schedule and procedures outlined on page 11.

Veterans, senior citizens, and state employees will be granted waivers according to the course fee waiver and remission policy described on page 4.

For further information, call at 617 287-7900.

Continuing Education Special Programs

Registration Form

Please Print

Date Stamp

Date

Social Security#: ___ - __ - ____

Name
Last First Middle Initial

Address
No. & Street City State Zip

Daytime Phone ( ) Evening Phone ( )

Sex ○ Male ○ Female Date of Birth
Month Day Year

CE Staff Initials

Current UMass/Boston student?
○ Non-Matriculated ○ Matriculated ____ Major
○ Undergraduate ○ Graduate

Student at other college or university?
○ Yes ○ No
If yes, where? ____

Ethnic Survey Information (Required by Federal Government). Please circle appropriate letter.

A. American Indian/Alaskan Native
B. Black Non-Hispanic
C. Asian or Pacific Islander
D. Hispanic
E. Non-resident Alien
F. White Non-Hispanic
G. Other ____
H. Do not wish to report

This is your only record of your Registration Transaction!! Please retain a copy for your records

Course Selections

Sched. No.	Title	Starting Date	Course Fee	Lab Fee	Total
-			+	=	
-			+	=	
-			+	=	
-			+	=	
-			+	=	

For Office Use Only

Please calculate payment below:

Course and Lab Fees (total)

$25 Late Fee (if applicable)

Total Payment Enclosed

Full payment must accompany all registrations

Method of Payment

○ VISA ○ MasterCard
○ Check ○ Discover Card
○ Waiver ○ Bill Company/ Agency

Make checks payable to:
Continuing Education, UMass/Boston
Send payment and form to:
UMass/ Boston
Continuing Education, Box NC
100 Morrissey Blvd
Boston, MA 02125-3393

Method of Registration

○ Mail ○ FAX
○ Phone ○ Walk in

MasterCard, VISA, and Discover Card Only

You may pay fees through one of these three credit cards. To do so, please provide the information requested.

___ - ___ - ___ - ___
Account Number

Expiration Date

Student Signature

Cardholder's Name

If a student is eligible for a refund, the refund will be made only as a credit to a MasterCard, VISA, or Discover Card account.

Authorization #

Certified by:

Bill Company/Agency Only

The University of Massachusetts at Boston Division of Continuing Education, will accept approved company/ agency purchase orders for payment of fees. If you would like to make use of this service please provide the information requested and submit with billing documentation attached.

Company/Agency Name

Billing Address No.& Street

City State Zip

Authorized Signature

Purchase Order Number

Graduate Programs

Library and Information Studies

By arrangement with the Graduate School of Library and Information Studies of the University of Rhode Island, the Division of Continuing Education offers courses each semester that meet the requirements for a University of Rhode Island master's degree in library and information studies (MLIS). The MLIS degree requires 42 hours of credit, of which 24 hours may be completed in Boston. Eighteen hours must be completed at the University of Rhode Island's Kingston campus.

To be eligible for the degree program, students must have earned a bachelor's degree from an accredited college or university with a grade point average of B or better. It is not necessary to be enrolled in the degree program to take courses: the Graduate School of Library and Information Studies encourages library employees interested in continuing education to enroll in one or more courses. However, a bachelor's degree is still required for enrollment on that basis. The program leading to the MLIS degree is accredited by the American Library Association; the School Library Media Specialist Program is accredited by the National Association of State Directors of Teacher Certification (NASDTEC) and approved by the Interstate Certification Compact states.

For more information about the Graduate Program in Library and Information Studies, please write or call Fay Zipkowitz, Assistant to the Director for Regional Studies, Graduate School of Library and Information Studies, University of Rhode Island, Rodman Hall, Kingston, RI 02881; 401 792-2947.

For further, specific information about University of Rhode Island library and information studies courses offered in Boston, write or call the Division of Continuing Education, University of Massachusetts at Boston, 100 Morrissey Blvd., Boston, MA 02125-3393, 617 287-7900.

The courses listed below are currently being offered at UMass/Boston's Harbor Campus:

LSC 502
Library Administration

The scientific analysis of library administration from the community survey and formulation of goals and objectives to case studies on public and technical services, staffing and personnel problems, and buildings.

February 10-May 26, W 6:00-8:30pm,
Harbor Campus, 3 University of
Rhode Island graduate credits,
Sched No 50502-51

LSC 537
Health Sciences Librarianship

Introduction to the nature and operation of health science libraries and an overview of health science bibliography. *Prerequisites: LSC 502 and 504 or permission of instructor.*

February 9-May 25, Tu 6:00-8:30pm,
Harbor Campus, 3 University of
Rhode Island graduate credits,
Sched No 50537-51

The fee for each course is $558.00. To register, please use the registration form for Continuing Education Special Programs on this page.

Women in Politics and Government

The Program for Women in Politics and Government is a one-year graduate certificate program designed to encourage and train women from all walks of life for significant political participation through careers in public management, research, policy-making, and consulting, planning and administration. The program provides a unique combination of graduate-level academic work in policy studies and carefully supervised professional field work, as well as advising, counseling and career development services. The program begins in September and runs through May.

Students in the program earn credits from UMass/Boston's MA Program in American Civilization; eligible graduates of the program may be admitted with advanced standing into the American Civilization Program, or into the University's MS Program in Public Affairs.

Students are required to earn 15 credits for the certificate: six credits through course work, six credits through the internship, and three credits through the final case-study project.

The program welcomes applicants of diverse backgrounds with a wide variety of undergraduate majors. To be eligible for admission, the applicant must: 1) hold a bachelor's degree or its equivalent; 2) submit an official transcript; 3) arrange for a personal interview with program faculty; 4) submit a completed application with fee; 5) submit two written recommendations.

To obtain deadline and program fee information or application materials, or to arrange for a personal interview, please contact the Program for Women in Politics and Government, University of Massachusetts at Boston, Division of Continuing Education, 100 Morrissey Blvd., Boston, MA 02125-3393; telephone 617 287-7936.

Marine Studies Courses

UMass/Boston is a member of the Massachusetts Bay Marine Studies Consortium, an association of eighteen colleges, universities, museums, and institutions whose mission is multidisciplinary marine environmental education. The Consortium offers a four-course curriculum of study appropriate for both science and non-science majors. All courses carry UMass/Boston undergraduate credits.

The Consortium also offers a wide variety of public marine policy programs designed to bridge the conceptual gaps between scientists and environmental policy makers. Concern with this gap also shapes course content: courses are designed to help students understand environmental problems from a number of perspectives—scientific, economic, social, and resource management. The mix of students from differing backgrounds and institutions contributes to the liveliness of the classroom environment.

Please note: certain courses meet at off-campus locations as noted.

Admission and Registration

Before registering, students interested in these course should contact the Consortium directly at 617 287-6540.

Fees

●

Course fees are at the Continuing Education rate of $95.00 per credit. There is also a $25.00 registration and service fee. The refund policy for course withdrawals is as described on page 11 of this publication.

Interd Z104
Into the Ocean World: Marine Studies Seminar

●

An interdisciplinary course introducing the many disciplines that touch on the sea—the marine sciences, maritime history, marine politics and economics, and marine art and literature. Team-taught by experts in the sciences, social sciences, humanities, and arts, the course is designed to highlight the sea's complexity and the far-reaching consequences of our interactions with it. Students learn to interrelate the many perspectives required to understand the marine environment and to make decisions about the oceans.

January 28-April 29, Th 5:30-8:00pm,
3 Credits
At UMass/Boston

Interd Z106
History of Seafaring Based on Maritime Archeology

●

An introductory historical survey of maritime transportation, trade, travel, exploration, and warfare from approximately 3500 BC to the end of the wooden boat era in the late nineteenth century. Information based on the remains of actual shipwrecks from the traditional historical periods is analyzed in the context of the cultures and societies which produced them. Study also focuses on literary and art historical sources.

January 25-April 26, M 5:30-8:00pm,
3 Credits
At MIT

Interd Z107
Water, Water: Planning for the Future

●

A comprehensive introduction to the legal, biological, and natural resource management aspects of water and water policy: watershed management, groundwater protection, waste water treatment, and water pollution. The course will also examine how these issues interact in the crowded environment of the Massachusetts coast.

January 26- April 27, Tu 5:30-8:00pm,
3 Credits
At Tufts University

Interd Z108
Marine Mammals: Biology and Conservation

●

The course is designed to familiarize students with the biology and natural history of marine mammals. Emphasis is given to whales, dolphins, and seals of the North Atlantic, but discussions also focus on species from all over the world. Topics include evolution, anatomy, behavior, field identification, the history of whaling, and contemporary conservation problems. In addition to lectures students spend one three-hour session in a laboratory performing a dissection and participate in a marine field trip to Stellwagen Bank.

January 27-April 30, W 5:30-8:30pm,
3 Credits
At the New England Aquarium

Save time!

Register now by mail, telephone, or fax. See page 3 for details.

Professional Development Sequences

Alcoholism/Chemical Dependency Treatment Services

Participants in the Alcoholism/Chemical Dependency Treatment Services Program will:

- acquire classroom and field experience in the various approaches to treating alcoholism/chemical dependency;
- become familiar with the management and operation of alcoholism/chemical dependency rehabilitation centers and programs;
- learn how to assess community needs and how to act as leaders in alcoholism/chemical dependency treatment services and administration.

The program consists of five required courses and a required practicum (which includes a required pre-practicum workshop). Each course carries three Continuing Education Units (CEUs); the pre-practicum workshop carries two CEUs; the practicum carries ten CEUs. Each participant completing the program receives a certificate. Course titles, course fees, and schedule information appear.

Please note: All persons wishing to register for any course or courses offered through this program must obtain prior approval from the program director.

Psychopharmacology

●

Feb 9-May 25, Tu 7:30-9:30pm,
Sched No 96569-51, 3 CEUs,
Fee: $270.00

The Use of Alcohol and Other Drugs in Society

●

Feb 6-May 15, S 9:00-11:00am,
Sched No 96550-51, 3 CEUs,
Fee: $270.00

The Delivery of Alcoholism/ Chemical Dependency Treatment Services

●

Feb 6-May 15, S 11:00am-1:00pm,
Sched No 96552-51, 3 CEUs,
Fee: $270.00

Practicum in Alcoholism/ Chemical Dependency Rehabilitation

●

By arrangement with program director. First meeting: Saturday, February 6, 9:00 am, Sched No 96561-51, 10 CEUs, Fee: $900.00

Family Alcoholism and Chemical Dependency Treatment

●

Feb 9- May 25, Tu 5:00-7:30pm,
Sched No 96565-51, 3 CEUs,
Fee: $270.00

Counseling the Alcoholic and Other Chemically Dependent Persons

●

Feb 6-May 15, S 1:00-3:00pm,
Sched No 96551-51, 3 CEUs,
Fee: $270.00

Pre-Practicum Workshop

●

By arrangement with program director, Sched No 96549-51, 2 CEUs, Fee: $220.00

Further information about registration requirements or about any other aspect of the program is available from Jack Shea, Director, Alcoholism/Chemical Dependency Treatment Services Program, Division of Continuing Education, University of Massachusetts at Boston, 100 Morrissey Blvd., Boston, MA 02125-3393; 617 287-7290; fax 617 287-7297.

Corporate and Promotional Communication

This non-credit, professional development sequence leads to a certificate in Corporate and Promotional Communication. The two-semester program is designed for anyone wishing to acquire or improve the skills needed to create attractive and effective promotional and corporate communication materials. In conjunction with the University's Cooperative Education/ Internship Office, the program offers real-life experience to participants who work on projects contracted by actual clients. In addition to offering the opportunity for skill development, the program provides participants with sample pieces for their portfolios and access to a network of potential employers. The principal modules include:

Copy-Editing and Proofreading

●

Fundamentals of copy-editing and proofreading for those whose goal is to produce a newsletter or other small publication, as well as a review of basic English skills. Students learn through practical exercises how to ensure clear, concise copy.

Basic News Writing

●

Primary focus on two basic journalistic skills: how to gather information and how to present it in a way that will attract and hold the reader's interest.

Promotional Writing

●

Promotional writing is writing designed to produce positive feelings toward an idea, organization, program, or product. This module will cover the fundamentals of research, refining the "sales message," writing to the point and for the point, and rewriting for clarity and brevity. Participants will prepare promotional copy for an actual client.

Layout and Design

●

This module covers the fundamentals of layout and design for such publications as newspapers, journals, newsletters, brochures, and other promotional material. It will familiarize participants with typography and the integration of text and graphics. Participants will confer with an actual client on layout and design. Familiarity with PC word processing is recommended.

Newsletter Production

●

This module covers the fundamentals of creating newsletters for businesses and other organizations. The focus will be on hands-on training through writing, design, and production of a newsletter for a client. Topics include the basics of newsletter journalism, page layout using Aldus PageMaker on the Macintosh computer, and the features and costs of various production options.

Spring Semester Schedule:
March 16-June 1, Tu 6:00-9:00pm,
Harbor Campus,
Sched No 27070-51,
Fee: $450.00

Participants seeking additional information about the program should contact Carole Remick, University of Massachusetts at Boston, Co-op/Internship Office, University Advising Center, 100 Morrissey Blvd., Boston, MA 02125-3393; 617 287-7932.

Government Auditing

This non-credit, professional development sequence leads to a certificate in government auditing. The two-semester program is designed for those holding positions from entry- to middle-management-level in government auditing and those wishing to prepare themselves for careers as government auditors. Subject material will be examined through lecture, discussion, case study, and exercises. Modules cover topics including:

Government Structure and Government Auditing

●

The initial sessions of the program examine the structure of government at the federal, state, and local levels, paying particular attention to the financial and functional interrelationships between the levels of government and the branches within those levels. Next comes an overview of the different types of government audits. The Generally Accepted Government Auditing Standards (GAGAS) to be followed by government auditors in conducting those audits will be emphasized.

Government Accounting

●

Students will learn the accounting system of government (fund accounting). The program emphasizes the impact of the structure, policies, and procedures of the system on the conduct of financial and performance audits by government auditors.

The Audit Process

●

The applications of GAGAS field work standards are examined, and practical approaches to applying those standards are discussed. Equal emphasis will be given to the technical and personal skills needed in modern government auditing. Requirements common to financial and performance audits will be examined.

Audit Reports and Findings

●

IThe final sessions of the program examine the reporting requirements for auditors conducting financial and performance audits under GAGAS, emphasizing effective written communication by auditors through audit reports and audit findings.

Review and Examination

●

The program ends with a review session followed by a comprehensive examination.

Spring Semester Schedule:
Feb 1-June 28, M 6:00-9:00pm
Harbor Campus,
Sched No 40980-51,
Fee: $725.

Further information about the Professional Development Sequence in Government Auditing is available from the University of Massachusetts at Boston, Division of Continuing Education, Professional Training Programs, 100 Morrissey Blvd., Boston, MA 02125-3393, 617 287-7290; fax 617 287-7297.

Professional Development Sequences (continued)

Paralegal Studies

This non-credit, professional development sequence leads to a certificate in paralegal studies. The two-semester program provides excellent preparation for men and women seeking entry into the growing paralegal field, and professional growth for those already working in the field. Modules cover topics including:

Concepts in Paralegal Studies

●

This module is divided into two parts. The first part (class meetings 1-6) describes paralegal services as they relate to the courts, government agencies, the general public, and private law firms. The second part (class meetings 7-14) concentrates on research and writing including methods of motion and document drafting and filing. Students become familiar with procedures used by the various federal and state courts and agencies, and with methods for case preparation and presentation at hearings and in civil litigation. The module also includes a survey of various legal forms.

Civil Litigation

●

A review of the rules of civil procedure applicable in federal and Massachusetts courts. Emphasis is given to the preparation of documents and to such civil litigation procedures as complaints, summonses, interrogatories, motions, digests of depositions, indexing of trial documents and exhibits, docket management and control, subpoenas, venue, service of process, and filing deadlines.

Probate Problems and Procedures

●

This module covers the fundamentals of family law, wills, and estates and trusts as they relate to procedural probate law in the context of petitions for divorce, separate support, contempt, modifications, annulments, custody matters, probate of wills, statutory equity jurisdiction, and the various rights and duties of court-created fiduciary relationships. Discussion also focuses on practice skills and techniques employed from the initial client interview through the closing of the probate matter. The module covers the preparation of all selected forms to accord with court procedure. Students prepare and present mock hearings on specific probate problems.

Administrative Law

●

This module consists of two parts. The first part examines the origins of the processes by which the executive branch, its administrative department, and independent agencies of government make and enforce regulations; the history of the balancing of administrative discretion and its abuse in that process will also be studied. Emphasis will be placed on the relationship between government and the nature of specific administrative regulations as well as constitutional limitations. The second part of the module examines the specific procedure in administrative hearings from initial notice to judicial review.

Law of Real Property

●

This module acquaints the student with a more detailed approach to a spectrum of real estate problems. Topics include purchase and sales agreements; leases; deeds; mortgages; cooperatives; condominiums; trusts; single and small multi-family real estate closings; landlord/tenant problems; rent control; summary process; government assisted mortgages (FHA, MHFA, VA, etc.); both single and multi-family commercial real estate transactions, and modes of structuring them.

Spring Semester Schedule:
February 2-April 22, TuTh, 6:00-9:00pm
Harbor Campus,
Sched No 32030-51,
Fee: $975.00

Further information about the Professional Development Sequence in Paralegal Studies is available from the University of Massachusetts at Boston, Division of Continuing Education, Professional Training Programs, 100 Morrissey Blvd., Boston, MA 02125-3393; 617 287-7290; fax 617 287-7297.

Microcomputer Workshops

These practical, hands-on workshops are designed to introduce new users to IBM-PC (or compatible) personal computers, or to build on previously acquired fundamental skills. Participants in these workshops have additional access to the microcomputer lab outside class time for self-directed practice of material covered during class.

Introductory Personal Computer Literacy

●

This workshop presents an overview of the operating system of the IBM-PC (or compatible) and introduces the novice to basic applications: word processing, spreadsheets, business graphics, database management, and communications. No previous microcomputer experience is required.

March 6-13, Sat 9:30am-1:00pm,
Harbor Campus, Healey Library,
Mr DiGuardia,
Sched No 89995-51,
Fee: $150.00 (plus $25.00 lab fee)

Introduction to WordPerfect on the IBM-PC

●

Basic word-processing skills using WordPerfect on the IBM-PC. Topics include creating, saving, and editing documents; use of insert, copy, move, delete, and spell-checking functions; formatting and printing files. Some advanced features, such as merge printing and macros, are covered, as time permits. No microcomputer or word processing experience is required, but participants should be familiar with the typewriter keyboard. Limited enrollment.

March 20-April 10, Sat 9:30am-1:00pm,
Harbor Campus, Healey Library,
Mr Butler,
Sched No 89998-51,
Fee: $150.00 (plus $25.00 lab fee)

Graduate Test Preparation

Graduate Test Preparation Courses

Developed in cooperation with the UMass/Boston Office of Career Services, these review courses provide intensive classroom sessions covering all sections of each exam. Each course involves extensive exam practice, including a full-length practice test given under exam conditions. These courses have been scheduled in advance of the dates of tests for which students are preparing. Enrollment is limited. Please register early.

Review for the Graduate Record Examination (GRE)

●

Review for the April 17 GRE
Mar 9-Apr 15, TuTh 6:00-9:00pm,
Sched No 10000-51,
Fee: $300.00

Review for the June 5 GRE
Apr 27-Jun 3, TuTh 6:00-9:00pm,
Sched No 10000-52,
Fee: $300.00

Review for the Graduate Management Admission Test (GMAT)

●

Review for the March 20 GMAT
Feb 1- Mar 15, MW 6:00-9:00pm,
Sched No 10002-51,
Fee: $300.00

Review for the June 19 GMAT
May 5-Jun 16, MW 6:009:00pm
Sched No 10002-52,
Fee: $300.00

Review for the Law School Admission Test (LSAT)

●

Review for the Feb 13 LSAT
Jan 5-Feb 11, TuTh 6:00-9:00pm,
Sched No 10001-51,
Fee: $300.00

Special Saturday LSAT
Review Class:
Jan 2-Feb 6, S 8:30am-1:30pm,
Sched No 10001-52,
Fee: $300.00

New Program! Math Refresher Workshop

This workshop is offered for those who are math-phobic or would like to review and strengthen their capability in areas of math found in the GMAT and GRE prep courses and examinations. Included in the course are basic math operations, word problems, graphs, quadratic equations, formula solving and manipulation, and basic concepts of geometry. Students will be introduced to the language of math. Math shortcuts will also be presented. Workshops are offered prior to GMAT and GRE prep course offerings.

January 5-28, TuTh 6:00-8:00pm,
Harbor Campus
Ms Sheinfeld,
Sched No 10010-51
Fee: $125.00

March 2-25, TuTh 6:00-8:00pm,
Harbor Campus
Ms Sheinfeld,
Sched No 10010-52
Fee: $125.00

Publications Office 93.076

This publication has been printed on recycled paper.